

## Chapter 7.

# Windows Operating System

**Q. No.1. What is an operating system? Describe different types of OS.**

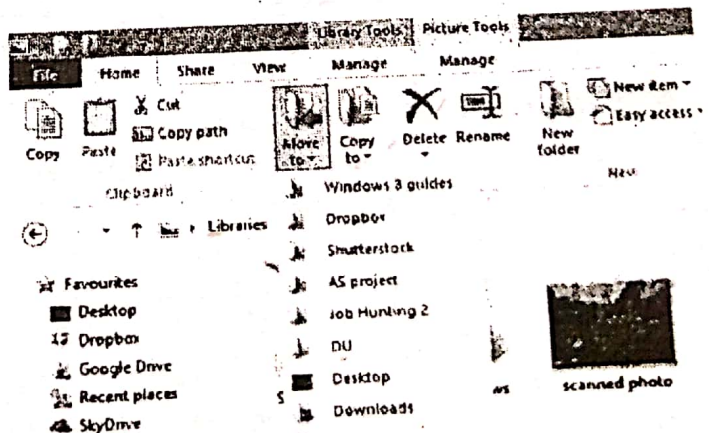
**Ans:** An operating system is system software. It provides an interface for the user to interact with the computer. Its purpose is to manage hardware and run software. اس کا مقصد ہارڈویئر کی نگرانی کرنا اور اس پر سافٹ ویئر چلانا ہے۔

### Types of Operation System:

Operating system can be divided into two types on the basis of user interaction: باہمی عمل

- GUI (Graphical User Interface) Operating System
- Command Line Operating System

**Graphical User Interface (GUI)** is an Interface, composed of graphical symbols. GUI technology is developed for the purposes of operating systems like Windows, Macintosh, Linux, Solaris and many more operating systems that require a GUI system to form an attractive display interface.



In GUI the user does not have to learn commands to perform tasks like copying, pasting, deleting or printing etc. Instead he uses graphical objects like icons and buttons. However, a GUI system has to load icons, fonts, I/O drivers and other resources. This makes it a bit slow in performing tasks. کام سرانجام دینے میں کچھ تاخیر ہوتی ہے۔



**Command Line Operating System CLI:** This is a text only interface. In this type of OS the user is required to type different commands to interact with the computer. So he has to learn commands to do different tasks. Enter key is pressed at the end of a command, after which the computer receives, parses and executes that command.

```

Command Prompt
C:\>dir
Volume in drive C has no label.
Volume Serial Number is 3964-14E4

Directory of C:\

08/29/2006  01:20p    <DIR>          WINNT
08/29/2006  01:29p    <DIR>          Documents and Settings
08/29/2006  01:29p    <DIR>          Program Files
08/29/2006  01:50p    <DIR>          TempEI4
08/29/2006  02:02p                193 audio.log
08/29/2006  02:04p                90 setup.log
08/29/2006  02:42p                376 hpcomerr.log
09/12/2006  12:27p          5,342,751 AUG20T.DAT
09/15/2006  09:30a            1,413 sysinfo.htm
09/22/2006  07:15p            605 38982.802635625.htm
10/09/2006  08:10p          11,593 hs_err_pid876.log
11/04/2006  10:41a          12,751 hs_err_pid1660.log
  
```

DOS is the best example of this type of OS.

اس سسٹم میں کمانڈز کو ٹائپ کرنا پڑتا ہے۔ اس طرح ضروری ہوتا ہے کہ یوزر پہلے مختلف کمانڈز کو یاد کرے۔ کمانڈ لکھنے کے بعد اینٹر کی دباتے ہیں جس کے بعد کمپیوٹر ان کمانڈز پر عمل کرتا ہے۔

**Q. No. 2: What is the difference between GUI and CLI?**

**Ans:**

Features	Command Line Interface	Graphic User Interface
<b>Ease</b>	<b>Difficult</b> for the user to memorize so many commands.	<b>Easy</b> for the user to use a mouse and click the required icon.
<b>Control</b>	User have much <b>more control</b> of their file system	Sometimes the user has to resort to a command line to complete his task
<b>Multitasking</b>	Difficult to view multiple things at once on one screen	User has windows that enable him to view, control and <b>do multiple tasks at once</b>
<b>Speed</b>	User is able to get his task done <b>faster</b> as he needs to use his keyboard and execute only a few lines to perform a task	Using a mouse and keyboard makes it difficult for the user to do his task quickly



Scripting	User can easily script a sequence of commands to perform a task	In spite of the ease of creating shortcuts and tasks, <b>scripting is still difficult</b> in GUI.
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**Q. No. 3. What is the purpose and function of an Operating System?**

**Ans:** A computer operating system manages the software and hardware resources on a computer device. The main functions of an Operating System are to:

- Communicate with internal and external hardware through device drivers.
- Provide a platform for different applications to run.
- Allow a user to interact with the computer and the computer with the user.
- Allow the computer to multi-task کام میں مختلف کام at one and the same time.
- Handle file and disk management.
- Deal with the user accounts. (User accounts allow different users to have access to specific data on a computer ایک ہی کمپیوٹر پر مخصوص ڈیٹا تک مختلف ایوزرز کی رسائی)

**Q. No. 4. Describe different stages of development of Windows Operating System.**

**Ans:** Microsoft's Windows operating system was first introduced in 1985 by Bill Gates. Since then a lot has changed اس وقت سے اب تک بہت کچھ بدل چکا ہے۔ Today, Windows looks very different. Computing power has been increased, and the use of the keyboard and mouse has been minimized ٹیچ سکرین کی وجہ سے کی بورڈ اور ماؤس کا استعمال بہت کم رہ گیا ہے۔ by introducing the touchscreen.

**Windows 1:** The original Windows 1 was released in November 1985 and was Microsoft's first attempt at a graphical user interface in 16-bit.

**Windows 2:** Windows 2 replaced Windows 1 in December 1987. It introduced the ability to minimise کرنا چھوٹا یا کم کرنا or maximise کرنا بڑا یا زیادہ کرنا windows, the control panel and Microsoft Word and Excel.

**Windows 3:** Launched in 1990, Windows 3 was the first Windows that required a hard drive. It introduced the ability to run MS-DOS programs in windows, and supported 256 colours bringing a more colourful look to the interface.

**Windows 3.1:** Windows 3.1 was released in 1992. It introduced TrueType fonts. It was the first Windows that could be distributed on a CD-ROM.

**Windows 95:** Windows 95 arrived in August 1995. With it came the first ever Start button and Start menu. It also introduced a 32-bit environment, the task bar and focused on multitasking. Internet Explorer also made its debut on Windows 95.

**Windows 98:** It was released in June 1998. It introduced Outlook Express, Windows Address Book, Microsoft Chat and NetShow Player, which was replaced by Windows Media Player in 1999.

**Windows ME:** Windows Millennium Edition was released in September 2000. It introduced some important concepts to consumers, including more automated system recovery tools.

**Windows 2000:** It was released in February 2000. It was based on Microsoft's business-orientated system Windows NT and later became the basis for Windows XP.

**Windows XP:** Windows XP was released in October 2001. It was also based on Windows NT (New Technology).

**Windows Vista:** Windows Vista was launched in January 2007. Vista updated the look and feel of Windows with more focus on transparent elements, search and security.

**Windows 7:** It was released in October 2009. It was intended to fix all the problems that had made the Vista a failure. It was faster, more stable and easier to use.

**Windows 8:** Released in October 2012, Windows 8 was Microsoft's most thorough overhaul of the Windows interface. The Start button and Start menu were discarded in favour of a touch-friendly Start screen. Windows 8 was faster than previous versions of Windows and included support for the new and much faster USB 3.0 devices. The Windows Store was also introduced.

**Windows 10:** Windows 10 was released in 2015. It was designed to simplify complicated features so much that it could work on screens

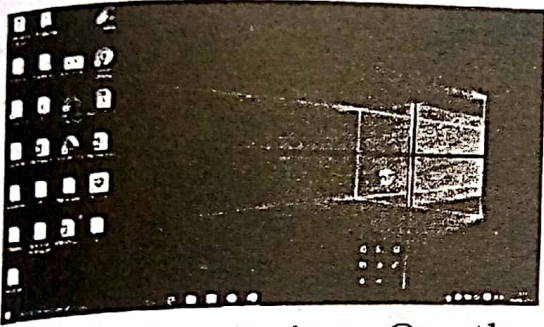


ranging from 4 to 80 inches. It gives the familiarity of Windows 7 with some of the elements of Windows 8.

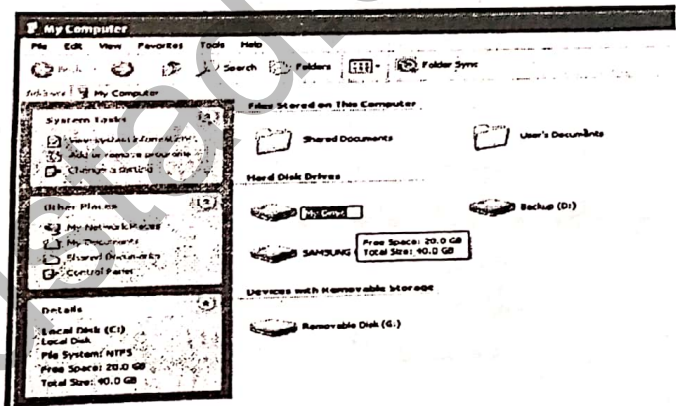
**Q. No. 5. What are the basic objects or components of Windows Operating System?**

**Ans:** The basic objects or components of Windows Operating System are:

**1. Desktop:** The main screen that appears on the monitor when computer is turned on is called the desktop. It is the on-screen work area on which windows icons, menus and dialogue boxes appear. The taskbar, located at the bottom of the screen, is also part of it. Here you can see all of the programs, files or folders that are opened.



**2. My Computer:** On the desktop there is an icon captioned My Computer or This PC. It contains the different portions of the hard drive. Each portion is called a drive. Some computers have multiple drive letters (e.g. C, D, and E) representing different portions of the hard drive. It also shows any CD drive or USB drive if attached to the computer.



**3. Recycle Bin:** It is a storage space where all deleted files or folders are moved. Deleted items can be removed permanently or restored. مستقل طور پر ختم یا بحال کیا جاسکتا ہے

**4. My Documents:** Any document created in MS Word or MS Excel is by default پراگرام کی طرف سے حتمی انتخاب جس میں بعض صورتوں میں یوزر تبدیلی نہیں is saved in this folder unless some other location is specified. لاسکتا

**5. Windows Explorer or File Explorer:** It is the file manager used by Windows 95 and later versions. It allows users to manage files, folders and network connections, as well as search for files and related components. Windows Explorer is now called File Explorer.

**6. Internet Explorer:** Windows Explorer should not be confused with Internet Explorer. The former is a file browser, whereas the



latter is a Web browser. It is used to surf Internet. Internet Explorer was one of the most widely used web browsers before the launch of Google Chrome (2008). Its popularity has further declined after the introduction of operating systems like Android and iOS that do not run Internet Explorer.

7. **The Window:** It is the basic building block of all graphical objects in MS Windows. As such, it is the most important feature of Windows Operating System. It has a frame with a title bar, Minimize and Maximize buttons, and other standard user interface (UI) elements. The frame is called the *non-client area* of the window. It is so called because the operating system itself manages that portion of the window. The area within the frame is the *client area* which is managed by the program.
8. **The Control Panel:** It is a component of Microsoft Windows that is used to perform administrative and management operating system tasks. It is used to configure خاص شکل یا ترتیب دینا and manage almost all aspects of Windows. It includes keyboard and mouse functionality, users and passwords, power options, network settings, desktop background, display settings, sound settings, mouse settings, hardware and software options, installation and removal of programs, parental control, speech recognition, etc.
9. **Start Button:** It is the doorway of accessing most of the programs installed on the computer. By making just a mouse click you can open or find a document, change windows settings, manage files, get help and do so many other things.

**Q. No. 6. Differentiate between Single-User operating system and Multi- User operating system.**

**Ans:**

	Single User	Multi-User
<b>Definition</b>	A single user operating system provides facilities to be used on one computer by only one user.	A multi-user operating system has been designed for more than one user to access the computer at the same or different time.
<b>Types</b>	Single user, single task: A single task is	Time sharing systems: These



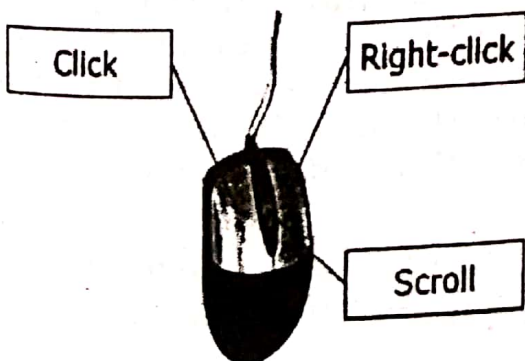
	performed by one user at a time. Example- The Palm OS for Palm handheld computers. Single user, multi-task: Several programs are run at the same time by a single user. For example- Microsoft Windows.	systems are multi-user systems in which CPU time is divided among the users. The division is made on the basis of a schedule. Most batch processing systems for the mainframe computers can also be considered as 'multi user.'
<b>Attributes</b>	Simple	Complex
<b>Examples</b>	Windows 95, Windows NT Workstation and Windows 2000 professional.	Unix, Linux and mainframes such as the IBM AS400.

**Q. No. 7. What do 'events' mean? What are mouse events and keyboard events?**

**Ans:** Microsoft Windows is referred to as an event-driven operating system. It is because it captures different actions performed by the mouse and the keyboard. These actions are called events. عمل جو کی یا ماؤس کو استعمال کر کے کیا جائے۔

**Mouse Events:** Actions performed by using the mouse are called mouse events. The most common events activated with a mouse are:

1. **Left Click:** When you press the left mouse button, Windows captures the event and performs certain tasks. Generally, this event is used to select a file icon, or text in a document or to press a button such as the start button or minimizing or maximizing a window.

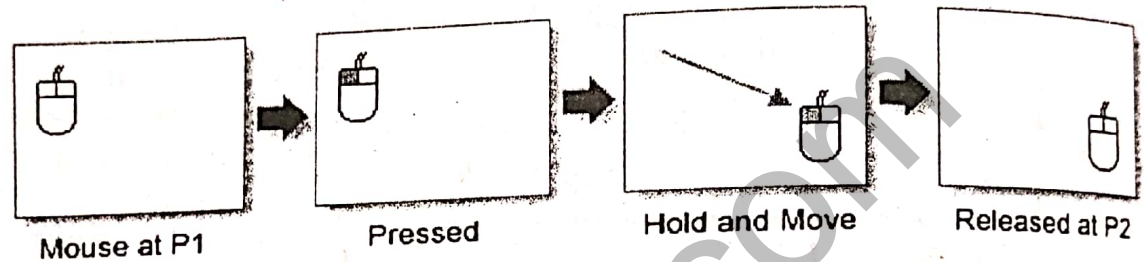


2. **Right Click:** This event is used when we want to see the properties of an object such as a file, folder, desktop etc. For example, if you right click on the desktop, you may see a menu pop up that includes "Open" and "Send



to." If you right click on a folder, the menu might include options such as "Open" and "Properties."

3. **Drag:** This event is activated when the left button is pressed and at the same time the mouse is dragged. By doing so more than one item can be selected at a time. This event is also used to drop an object into another application.



**Keyboard Events:** Actions performed by using the keyboard are called keyboard events. Windows provides two events that occur i. when a user presses a keyboard key and ii, one event when a user releases a keyboard key: کی بورڈ کی کو دبانا ایک عمل ہے جبکہ اسے چھوڑنا دوسرا عمل ہے

- **The KeyDown** event occurs once
- **The KeyPress** event, which can occur multiple times when a user holds down the same key.
- **The KeyUp** event occurs once when a user releases a key.

**Q. No. 8. What are the main features خصوصیات of Windows Operating System 2000?**

**Ans:** Windows 2000 is an operating system for use on both client and server computers. It was produced by Microsoft and was launched on February 17, 2000. It was succeeded by Windows XP which was released in October 2001. Its main features are:

1. **Multitasking:** Windows 2000 is a multitasking operating system. Multitasking means that the operating system is capable of **loading** multiple programs into the computer's memory at one time and **performing** two or more processes at the same time. Windows 2000 allows you to perform multiple tasks at a time. It responds to all tasks so quickly that it seems that these tasks are being done all together.
2. **Multiprocessing:** Windows 2000 is also capable of using two or more microprocessors in a computer. It is done by dividing a big



task into a number of small components. Then each processor is assigned a different component. In this way, different processors work on different components. The result is that the task is completed in a very short period of time.

3. **Multi-User Operating System:** Being a multi-user operating system Windows 2000 allows multiple users to use the same computer at the same time.
4. **Plug and Play:** Windows 2000 has the capability to automatically detect the device, load new drivers for the hardware if needed, and begin to work with the newly connected device.



### PLUG & PLAY



5. **Networking:** Windows 2000 provides proper features for establishing, maintaining and troubleshooting a network.

**Q. No. 9. What is a partition? Describe Windows disk and file management features.**

**Ans:** A partition is a portion of hard disk that functions like a separate disk. Partitioning a drive into smaller sections increases system performance as it reduces the work the computer has to do to index and find files. Partitions allow you to install more than one operating system on the computer. Windows usually create three types of partitions: Primary Partition and Extended Partition and Logical Partition.

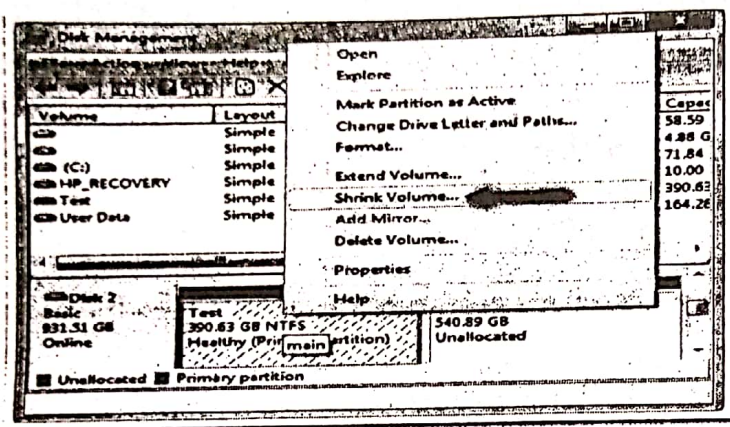
**Primary Partition:** Primary partition is used as the system partition. An operating system can start from a primary partition. Only four primary partitions or three primary partitions and one extended partition can be created on a basic disk. Primary partitions can only be created on basic disks. They cannot be further divided into sections. A new drive, or a partition on that drive, is assigned a new drive letter e.g. drive C is used for the startup drive.

**Extended Partition:** Extended partition is that part of a disk that can contain other partitions. It can be created without the presence of a primary partition. But out of four partitions on a physical disk only one can be an extended partition. Extended partition can be subdivided into multiple logical partitions. The extended partition is not used to store data. It is, rather, used to hold logical partitions.



**Logical Partition:** A volume created within an extended partition on a basic disk is called logical partition. A logical drive can be formatted and assigned a drive letter, but cannot host an operating system.

**Q. No. 10. Describe Windows Disk Management Utility.**

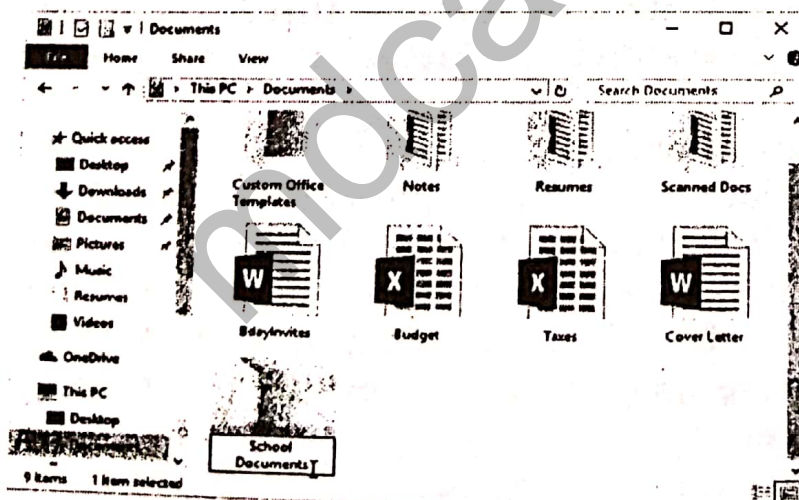


**Ans:** Disk Management allows full management of the disk-based hardware recognized by Windows. It is used to manage the drives installed in a computer—like hard disk drives, optical disk drives, and flash drives. It can be used to partition drives, format drives, assign drive letters, and

much more. It shows which drive contain the system partition. It also shows the health of both physical and logical drives

**Q. No. 11. Explain Windows File Management system.**

**Ans:** A *file* is a unit of data in the file system that a user can access and manage. A file is created using a software program on the computer. For example, to create a document you would use a word processor. Files are stored on a drive such as the hard drive or a disc. Files may also be contained in a folder. In Windows, all programs are stored in the Program Files folder and all documents are usually saved in the My Documents folder.



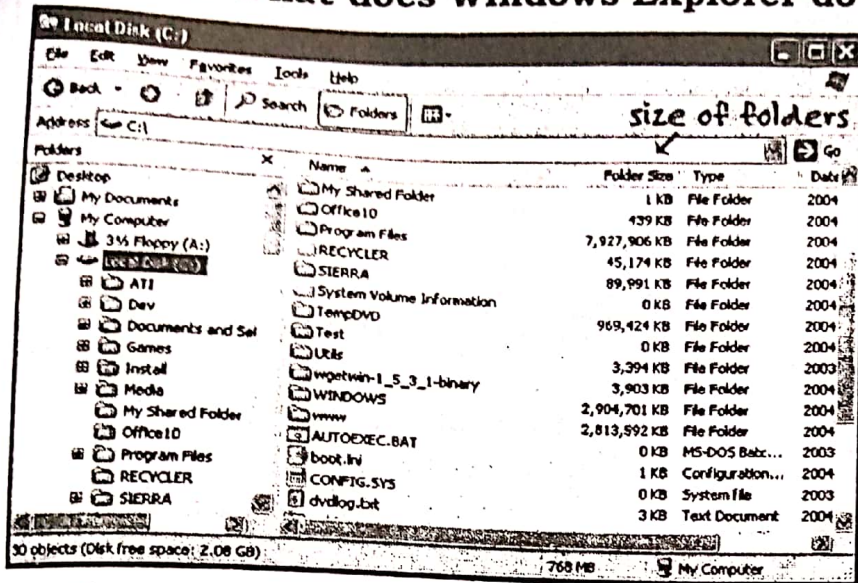
Files are identified either by the file extension of the file or the data contained in the file. The extension is a three- or four-letter abbreviation that signifies the file type. For example, in **computer1.docx** the filename is **computer1** and the extension is **docx**. Extensions show what

application can open the file. For example, the **doc** extension tells your computer that the file is a Microsoft Word file.

If Windows fails to recognize the file type, it shows a dialog box and asks us to choose the proper application to open the file.



### Q. No.12. What does Windows Explorer do?



**Ans:** Windows Explorer is the file management application in Windows. It offers many functions that can be performed on files and folders. For example, you can cut, copy, paste, rename or delete a file.

Windows Explorer contains two panes کہڑکیاں. The left pane shows folders and drives

on the computer in a tree view shape. The right pane shows the detailed view of the folder or drive that you have selected in the left pane. On Windows 8 and 10, this app is called "File Explorer".

### Q. No. 13. List some important shortcut for Windows.

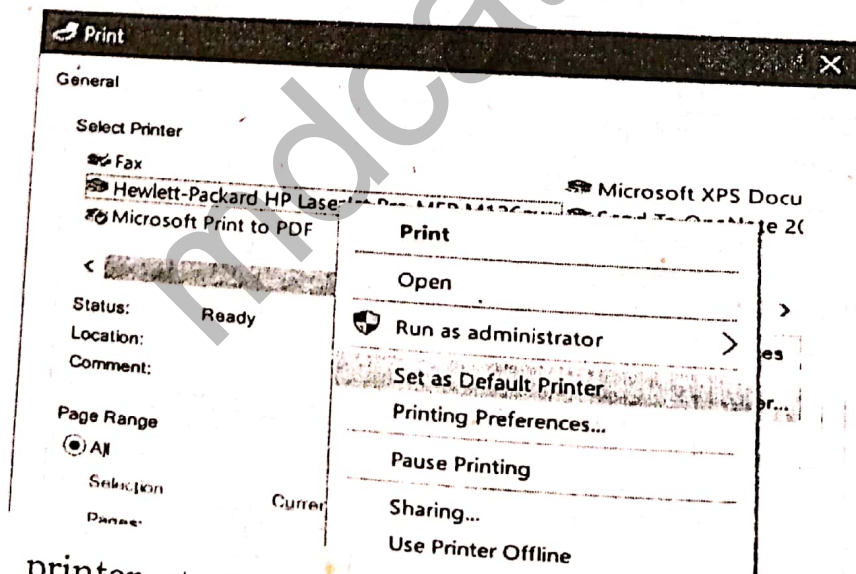
**Ans:** Keyboard shortcuts speed up almost everything you do. Following are some useful keyboard shortcuts. They can save much of your time that you have to spend on using the mouse.

	Shortcut	Description
1.	Ctrl + c	Copy
2.	Ctrl + v	Paste
3.	Ctrl + x	Cut
4.	Ctrl + b	Bold
5.	Ctrl + u	Underline
6.	Ctrl + i	Italics
7.	Ctrl + p	Print
8.	Ctrl + n	New tab or new document
9.	Ctrl + z	Undo
10.	Ctrl + y	Redo
11.	Ctrl + f	Find
12.	Ctrl + h	Replace
13.	Ctrl + o	Open
14.	Ctrl + s	Save
15.	Ctrl + a	Select All
16.	Ctrl + home	Go to beginning of the document



17.	Ctrl + end	Go to end of the document
18.	Ctrl + backspace	Delete a full word at a time
19.	Alt + F4	Close the active program
20.	Ctrl + Esc	Open the Start menu
21.	Windows key + L	Lock your computer
22.	Ctrl + Alt + del	Reboot the computer
23.	Ctrl+Shift+Esc	Bring up the Windows Task Manager
24.	Alt + spacebar	Drops down the window control menu
25.	Shift + Del	Delete any file or other object without throwing it into the Recycle Bin
26.	F1	Activates help for current open application
27.	F2	Renames a highlighted icon, file, or folder
28.	F3	Starts find or search when at the Windows Desktop
29.	Windows key	Opens or hides the Windows Start Menu.
30	Alt + Print Screen	Create a screenshot only for the active program window

**Q. No. 14. How does Windows control printing job or documents?**



**Ans:** Windows printing features enable you to install a printer on your computer, to change the default printer and to print some document or image. Printer can be shared on a network also. Though you can install multiple printers, only one of them can act as a default printer. You can change default

printer at any time by selecting printers from the setting submenu of the Start menu, and then clicking on the option 'set as default printer'.



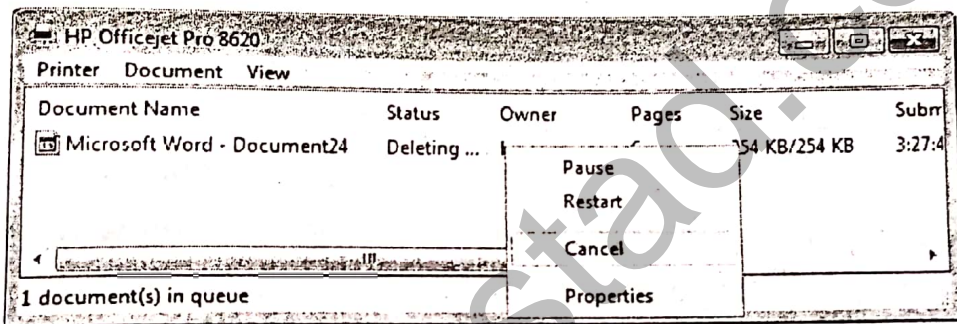
### How to add a new printer:

To use a printer, your computer must have a printer driver. You also have to use certain settings to tell your computer how to find the printer and what to print.

- Click **Start** button
- Follow the **settings** submenu
- Click **printer**
- A window will appear.
- Click **Add Printer**
- Follow the steps offered by the wizard to add an new printer.

### Print Queue:

Simply by clicking the printer icon, you can control a printing job in a number of ways:



- you can stop or cancel a printing job at any time
- you can change the printing lay out from landscape to portrait or from portrait to landscape
- you can also change the printing preferences e.g. effects and finishing.

## Exercise 7

### Fill in the blanks:

- i. GUI stands for -----.

**Ans. Graphical User Interface**

- ii. The capability of an operating system to load multiple programs into memory at one time is called -----.

**Ans. Multitasking**

- iii. With plug and play a computer can automatically----- and ----- a device.

**Ans. Detect, Configure**



- iv. Multiple actions can be performed on a ----- file type. -----partition refers to a portion of a disk that can contain other partitions **Ans. Registered**
- v. A----- operating system allows multiple users to perform multiple tasks at the same time. **Ans. Extended**
- vi. Windows explorer offers many, actions that can be performed on ----- and ----- **Ans. Multi, User**
- vii. Windows maintain a ----- for all printing jobs. **Ans. Files, folders**
- viii. All deleted items are stored in ----- **Ans. Print queue**

The Disk Management utility gives you a-----interface **Ans. Recycle bin**

## 2. Choose the correct option:

- i. An operating system is a  
(a) System Utility (b) Application Software  
(c) System software (d) Software package **Ans. c**
- (ii) Ctrl + Alt + Del is **Ans. b**  
(a) An invalid key combination (b) Recognized by windows only  
(c) Used to close the active window (d) Both b- and c
- (iii) As compared to command line operating system, a GUI operating system is  
(a) More efficient (b) Easier to use (c) More reliable (d) -All of the above **Ans. b**
- (iv) The maximum number of primary partitions that can be created on a disk is  
(a) Two (b) Three (c) Four (d) one of the above **Ans. c**
- (V) Windows explorer is used to  
(a) Access the Internet (b) Explore system resources  
(c) Perform maintenance on the hard disk  
(d) Navigate files and folders on the computer **Ans. d**

## 3. Write T for true and F for false statement:

- (i) Primary partitions can not be created on basic disks. **Ans. F**



(ii) Microsoft Windows is a single user operating system.

**Ans. F**

(iii) In windows explorer, left pane displays folders and drives on your computer in a tree view shape.

**Ans. T**

(iv) With Windows explorer, you can only manage the local files, folders and drives.

**Ans. F**

(v) GUI was first introduced by Apple's Macintosh computers.

**Ans. T**

(vi) Operating system is responsible for the effective use of computer system.

**Ans. T**

(vii) Maximum four primary partitions can be created on a basic disk.

**Ans. T**

(viii) Windows checks the file extension against a database of registered file

**Ans. T**

(ix) Disk management also indicates which drive contains the system partition.

**Ans. T**

(x) Prior to Windows installation on a computer, the disk is partitioned.

**Ans. T**

4. Define operating system and discuss their types.
5. Give a comparison between Command Line operating system and Graphical User Interface.
6. Discuss different features of Windows 2000 operating system.
7. Write a short note on each of the following:  
Disk Management Utility - Windows Explorer - Print Queue
8. What do you mean by Plug and Play? Does Windows 2000 provide this feature?
9. Define Partitioning. Briefly describe primary and extended partitioning.
10. Differentiate the following:  
Multitasking and Multiprocessing - File Management and Disk Management - Single-User operating system and Multi- User operating system

ان تمام سوالات کے جواب گذشتہ صفحات میں موجود ہیں



## Chapter 8.

### Word Processing

**Q. No. 1. What is word processing?**

**Ans:** Word processing means

writing, formatting, editing, printing and production of documents, as letters, reports, books, newspapers, magazines and graphical images, through the use of a computer program called word processor. The most common word processor used for these purposes is MS Word or Microsoft Word.

ورڈ پراسسنگ سے مراد ہے کسی تحریر یا تصویر کے لکھنے یا بنانے سے اس کے مطلوبہ سائز، شکل، ترتیب اور جماعت تک کے تمام مراحل طے کرتے ہوئے پرنٹ کر کے ایک مکمل اور حتمی شکل میں تیار کرنا۔ ایم ایس ورڈ اس کی بہترین مثال ہے۔ یہ کتاب اسی پروسیسر کو استعمال کر کے تیار کی گئی ہے۔

Word processing is used by almost all public and private organizations as well as by individuals who use personal computers.

**Q. No. 2. What is a word processor? How is it better than a typewriter?**

**Ans:** A word processor is an electronic device or computer software application. It provides useful tools for composing مضمون بنانے، یا تحریر کرنے، editing کانا چھانٹ کرنا، formatting بندی، تصحیح، شکل دینا، ترتیب بندی، and printing of documents. It also helps in adding images, sounds, charts and graphics to these documents. By using a word processor we can also create any document to be published on World Wide Web (WWW).

**How a word processor is better than a typewriter.**





	Typewriter	Word processor
1.	A typewriter is a mechanical or electromechanical machine.	A word processor is a type of application software.
2.	On a type writer, you cannot save or back up the document.	On a word processor, you are able to save the document on to any drive you like such as a USB drive.
3.	On a type writer, you cannot cut, copy, and paste a piece of writing or image and place چسپاں کر سکتے ہیں it on another document.	On a word processor, you can cut, copy and paste any text or image from another document or web site and place it on your document.
4.	Typewriters have only one template سانچہ and one or two colours.	Word processors have many templates that can be used for letters, resume, articles etc. You can also add any colour of your choice to your work.
5.	On a type writer, you cannot make changes or correct mistakes when typing a document.	On a word processor, you can easily correct typing mistakes.
6.	On a type writer, it is difficult to insert درج کرنا، داخل کرنا a word, sentence, or paragraph at any place in a document.	On a word processor, it is easy to insert a word, sentence, or paragraph at any place in a document.
7.	On a type writer, you cannot shift or move any portion of a document from one place to another within a document, or between different documents.	On a word processor, you can easily shift or move a portion of a document from one place to another within a document, or between different documents.
8.	On a type writer, you cannot send a document to a printer. You can get only one hard copy.	On a word processor, you can send the document to a printer to get a hard copy. Many hard copies of the document can be created.

However, there are also **some similarities** <sup>مشابهات</sup> between a typewriter and a word processor. Both typewriters and word processors create texts with characteristics of print. Both have a similar keyboard with "return" and "enter" keys, "shift" keys and a "space bar".

**Q. No. 3. What is a simple word processor called? Describe its basic features.** <sup>بنیادی خصوصیات، خدوخال</sup>

**Ans:** Simple word processor is called **Text Editor** as it is used just to type and edit text only. In Windows, WordPad and NotePad are two simple word processors or Text Editors that provide only basic features. Some of these features are given below:

1. In a Text Editor we can **insert** text at any place in the document.
2. We can easily **delete** selected characters, words, lines, paragraphs and even pages from the document.
3. We can **cut** or remove a word or the selected text from the document and **paste** it at any other place in the document.
4. We can **copy** or duplicate the selected text to be placed anywhere in the document.
5. We can easily select and use the **size** of the document and its **margins** according to our need. The text editor then automatically adjusts the text.
6. We can **find** a specific word or text and then **replace** <sup>دل بدل کرنا</sup> it with another word or text.
7. We can **wrap** <sup>لپیٹنا</sup> the text around the next line without hitting the *enter* key. This happens when the line reaches the right margin. It does not stop here, and continues with the next line.
8. We can **save** the document on the disk permanently so that we may use it at any other time.
9. We can easily **print** the document to get its hardcopy.

**Q. No. 4. What are the main features of full-featured processors?**

**Ans:** Text editor is a simple word processor with limited features <sup>محدود خصوصیات</sup>. On the other hand, full-featured word processor is advanced



word processor with many additional features اضافی خصوصیات. MS Word is the best example of a full-featured word processor. The main features of a full-featured processor are:

1. It is capable اہل ہوتا ہے of **file management**. It helps the user to create, delete, move or search different files.
2. It helps the user to **change a font** or fonts within a document. Fonts determine the appearance of the text تحریر کی شکل کا تعین کرتا ہے of a document. We can make font bold or *italic* and can underline a single word or a group of words.
3. Its **layout** مجموعی ڈیزائن اور ترتیب feature allows us to specify the size of the page, its margins, indents تحریر کے سائز کو مختص کرنے میں and line spacing. سطور کا and کی پہلی سطر کو حاشیہ سے ایک مخصوص فاصلے سے شروع کرنا درمیانی فاصلہ
4. The **Header and Footer** feature of a full-featured word processor enables us ہمیں اس قابل بنادیتا ہے
  - i. to add text to the top of every page -- called Header or
  - ii. to add text to the bottom of every page-- called Footer. article or the page number.
5. It automatically خود بخود puts the correct **number of each page** of the document.
6. It helps the user to **insert** pictures, clip art, different shapes and charts in the document. There are some word processors that allow the user to create his images himself.
7. **Spell checker and AutoCorrect** کسی غلطی کو خود بخود درست or غلط ہجوں والا لفظ feature either corrects the misspelled word or highlights it and gives options so that the user can correct the word himself.
8. Its **Dictionary and Thesaurus** feature helps the user to define a word or to give some substitute متبادل for it.
9. It can help the user to generate a **table of contents and index** based on a code that he inserts in the document. This feature is very much helpful to the writers who write books.

10. **Mail Merge** ایک دوسرے میں مدغم کرنا is an important feature that helps the user to create letters, forms, envelopes, labels etc. By using this feature we can merge text or database from one file to another.
11. In a full-featured word processor, we can edit two or more documents that appear in **different windows** at the same time.
12. In a full-featured word processor, we can automate frequently used tasks اکثر کیے جانے والے کام by creating and running macros. **Macros** are shortcuts for formatting text, paragraphs, page and templates. By using shortcut keys (hot keys) the tasks are done in a short time.
13. A **WYSIWYG** (pronounced wiz-ee-wig) is an acronym سرنامیہ for "what you see is what you get". In computing, a WYSIWYG application is one that enables you to see on the display screen exactly what will appear when the document is printed دستاویز کمپیوٹر کی سکرین پر بالکل ویسی ہی نظر آئے جیسی اس نے پرنٹ ہونے کے بعد نظر آنا ہے۔
14. In a full-featured word processor we can generate **footnotes** at the bottom of the document. We can also cross-reference ایک حصہ متن سے دوسرے کی طرف رجوع یا حوالہ other sections of the document. **Cross references** refer readers to information contained in another part of the same text.

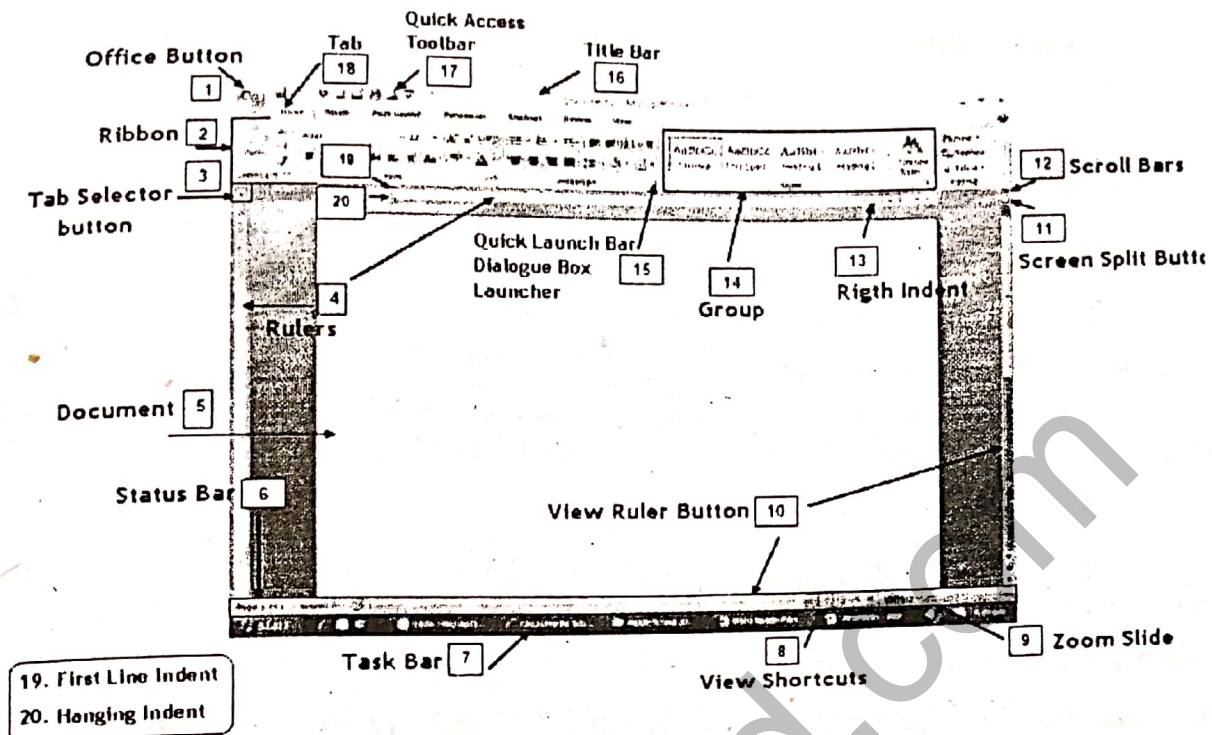
**Q. No. 5. What is interface? Explain Word processor interface.**

**Ans:** With hardware equipment, to interface means making an appropriate physical connection so that two pieces of equipment can communicate or work together effectively.

دو اشیا کے درمیان مناسب جسمانی یا طبعی تعلق قائم کرنا تاکہ وہ باہم اچھے انداز میں کام کر سکیں۔

Word processor interface consists of main editing window. It displays a document and several tools to control it. Tools are grouped together in different toolbars in order to work with document.





### Title Bar

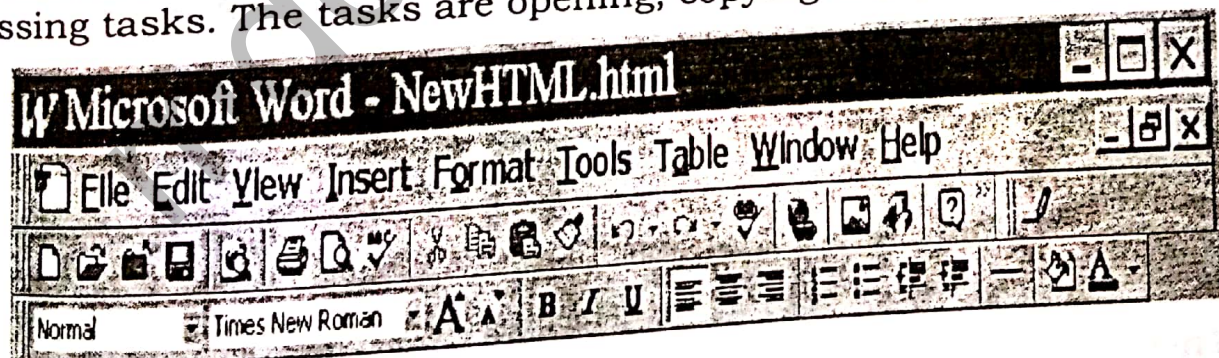
Title bar is located at the top of the screen. Word processor displays the name of the current document on it.

### Menu bar

Each word on the menu bar represents a different menu. Each menu contains different commands of word.

### Standard bar

Standard bar displays some of the most common word processing tasks. The tasks are opening, copying and printing files etc.



### Formatting toolbar

Formatting toolbar is used to access various formatting commands quickly such as font type, font style and text alignment etc.



## Status Bar

The status bar is a horizontal افقی area at the bottom of the document window. It provides information about the current state of the documents. دستاویز کی موجودہ صورت

## Scroll Bars

Scroll bars کمپیوٹر کے پردے پر کنارے کی طرف لمبی پٹی جس کے ذریعے متن یا مواد کو ماوس کے ذریعے اوپر یا نیچے کیا جاسکتا ہے۔ are used to move in the document. You can scroll the document by clicking the scroll arrows at either end of the scroll bar or by dragging the scroll button in scroll bar.

## Rulers

The horizontal ruler can be used to set tab stops and indents or to adjust the width چوڑائی of columns. The horizontal or vertical ruler can also be used to change the page margins or place items on the page.

**Q. No. 6. How is text entered and edited in word processor?**

**Ans:** The processing of typing text in a document is called **entering text**. The processing of changing the existing موجودہ document is called **editing text**.

The word processor places a blinking جھپکتا insertion point at the top left corner of screen. It is known as cursor. The cursor indicates the location اس مقام کو ظاہر کرتا ہے where the next character will be placed in the document. The cursor moves forward on the screen as the user types. It moves to the next line as it reaches the end of line. جیسے جیسے آپ لفظ ٹائپ کرتے جاتے ہیں کرسر آگے بڑھتا جاتا ہے اور جب سطر کے آخر میں پہنچتا ہے تو اگلی سطر پر چلا جاتا ہے۔

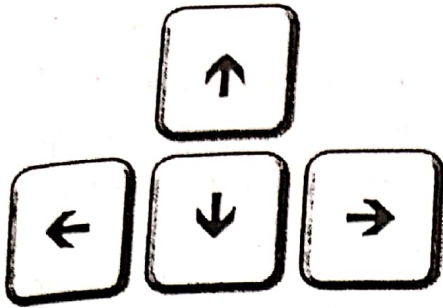
Word process allows the user to change some text without retyping the whole document. It is different from type writer where the user has to type whole document again. There are many ways to edit an existing document.

### 1. Typing Modes

All word processor provide two modes of typing ٹائپنگ کا طریقہ یا انداز These are as follows:

i. **Insert Mode** Insert mode is used to insert text in the existing document. The existing character moves to the right side when the user types a character. It is the default پہلے سے متعین mode of MS Word.





**Selecting Text:** To make any change in the text it must be selected first. It is done by dragging the mouse over the text while keeping the left mouse button pressed. Another method to select the text is to hold down the SHIFT key on the keyboard while using arrow buttons to select the text.

The following procedure is used to write text in insert mode:

1. Place the cursor where the text is to be typed in insert mode.
2. Make sure that [OVR overwrite mode] option on status bar is not highlighted. If it is highlighted, press insert key to disable it. کام کرنے سے روک دیں وقتی طور پر ناکارہ کر دیں
3. Type any text. The existing text will move to the right side and new text will appear.

## ii. Overtyping Mode

In overtype mode, the new character replaces the existing characters. The following procedure is used to write text in overtype mode:



- i. Place the cursor where the text is to be typed in overtype mode.
- ii. Press the insert key, the overtype mode will be activated. The [OVR] option on status bar will be highlighted.
- iii. Type any text. The existing text will be overwritten by the new text.

## 2. Erasing Text

Two keys on the keyboard are used to erase text تحریر کو مٹانے کے لیے from a document. These are:

### i. Delete Key

The delete key erases the character to the right of the cursor.

## ii. Backspace key

Backspace key erases the character to the left of the cursor.

The delete and backspace keys erase one character at a time. The user can select *multiple characters* and then press delete key to delete all selected characters.

## 3. Undo and Redo

Undo **ختم کریں** command is used to remove the effect of the last action or number of actions. Redo **دوبارہ کریں** command is used to remove the effect of undo command.

## 4. Formatting text

Formatting of a document includes:

1. Changing the appearance of the text.
2. Adding picture and graphics
3. Controlling the layout of the text on the page.

(Thanks to: [www.desktopclass.com](http://www.desktopclass.com))

## Q. No. 7. Describe page formatting. How is it done?

**Ans:** Page formatting is the layout of the page when it is printed on a printer. It includes page size, page orientation **سمت کا تعین کرنا**, page margins, header and footer etc. Page formatting is defined in page setup dialog box.

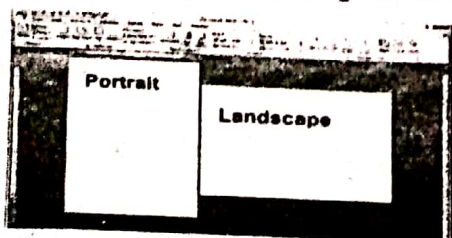
### 1. Page size

The length **لمبائی** and the width **چوڑائی** of a page of a document is called page size (for example, Letter, Legal, A4, or custom size). Page size is very important in the formatting of the page. Page formatting changes according to the size of the page.

### 2. Page orientation

The direction in which document is printed on the paper is called page orientation. The document can be printed on the paper in two ways. These are:

1. **Portrait:** portrait printing means that the paper is taller than it is wide.



Most letters are printed in portrait orientation.

**Landscape:** landscape printing means that the paper is wider than it is tall. Tables with a



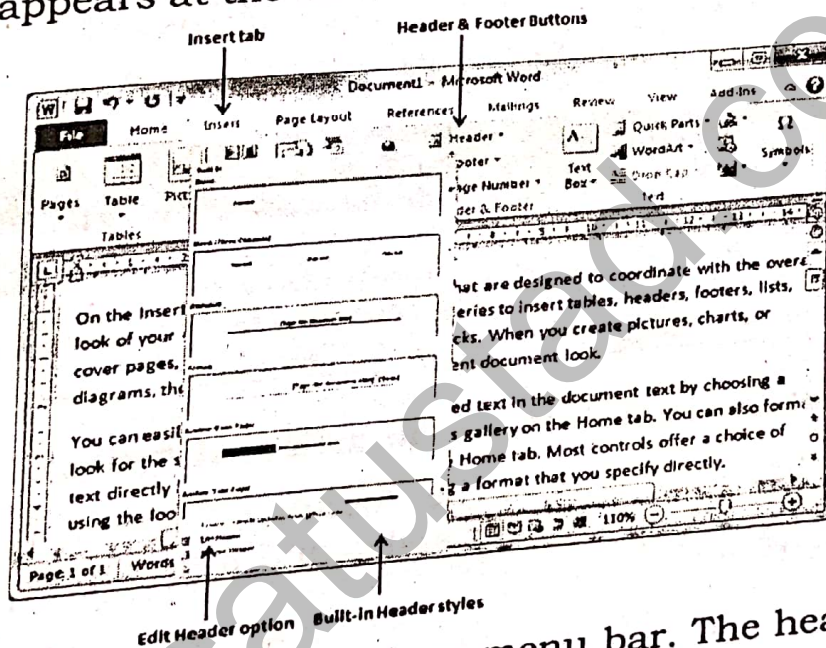
larger number of columns are often printed in landscape orientation. Page orientation of document is defined in page setup dialog box.

3. **Header and footer**

**Header and footer**  
Header is text that is added to the top margin of every page. It includes document title or page number. Footer is text that is added to bottom margin.

**Q. No. 8. What Is Header And Footer? Write The Procedure To Use This Option.**

**Ans:** Header is the text that appears at the top of each page. Footer is the text that appears at the bottom of each page.



1. Select View > Header and Footer from menu bar. The header and footer toolbar will appear.
2. Type the heading in header box.
3. Click the insert auto text button to view a list of quick options available.
4. Use other options on toolbar to add page numbers, current date and time.
5. Click switch between header and footer button on toolbar to add footer.
6. Click the close button on the toolbar.

Click the close button on the toolbar.

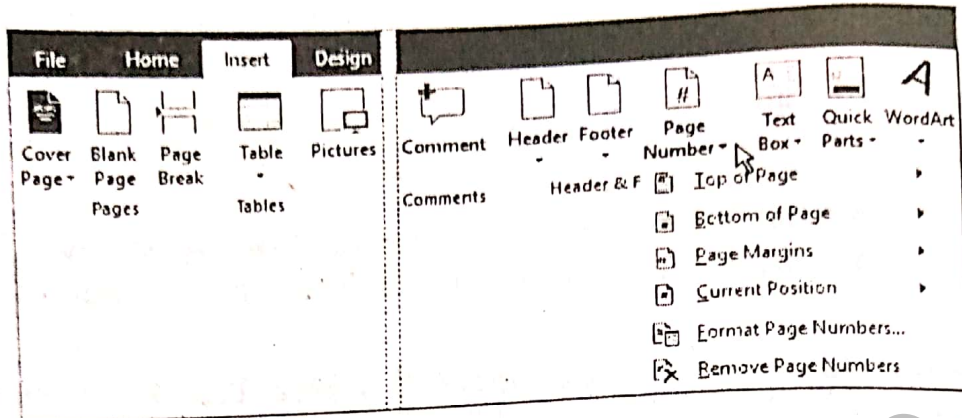
**Q.No.9. Write the Procedure to Insert Page Numbers in a Document.**

Page number in a document is as follows:

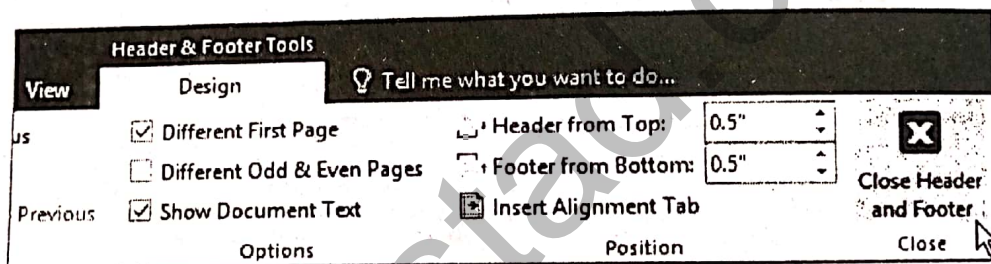
Q.No.9. Write the Procedure to Insert Page Number.

Ans: The procedure to insert page number in a document is as follows:

1. Choose **Insert > Page Number**.



2. Choose a location, such as **Top of Page** or **Bottom of Page**, and then pick a style in the gallery. Word automatically numbers every page.
3. When you're done چکیں کر مکمل کام اپنا جب آپ، choose **Close Header and Footer**, or double-click anywhere outside the header and footer area.



### Q. No. 10. What are fonts? Describe different types of font.

**Ans:** The appearance of text in the document is called font. Fonts are used to make the text of different styles and size. There are two general categories of fonts:

- ✓ Serif
- ✓ Sans-Serif

serifs  
Text Text

Serif Font

Sans Serif Font

#### 1. Serif

Serif font displays tiny little lines چھوٹی چھوٹی لکیریں or extensions at the tops and bottoms of most characters in the font.

#### Example

Times New Roman



## 2. Sans-Serif

3. This type of font does not have serifs کو کشش کی کہشش وہ چھوٹا سا خط جو کسی حرف کی کشش کے لیے لگایا جاتا ہے۔ It adds decorative touches to a document. This type of font is useful for headings, so they stand out from body text.

### Example

Arial

Note the difference between the two fonts:

Times New Roman

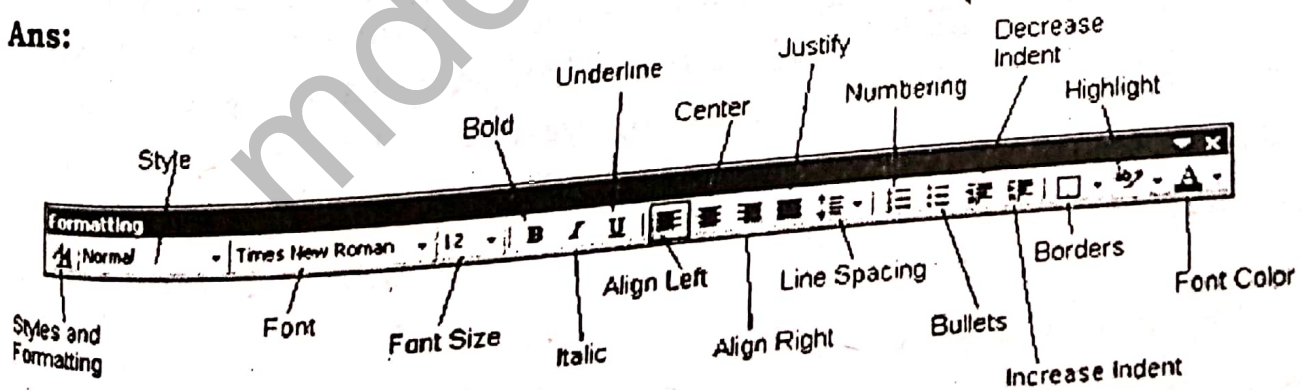
Arial

### Q. No. 11. What is the difference between font and typeface?

Ans: Though font and typeface are considered to be interchangeable تبادلہ کے قابل, there is a clear difference between them. A typeface is an idea — an original creative thought that carries with it descriptors and traits. It can only be described until you find a way to manifest واضح کرنا اشکار کرنا. Draw the idea on paper or create a digital version. Now it will be a font. We may say: A typeface is the creative idea. A font is the manifestation of it. واضح شکل

### Q. No. 12. What are the characteristics that greatly affect the appearance of text on the page?

Ans:



## 1. Font Size

Font size can be set from the formatting toolbar. Font size is measured in points. A common font size used in business documents is 12-points type.

## 2. Font style

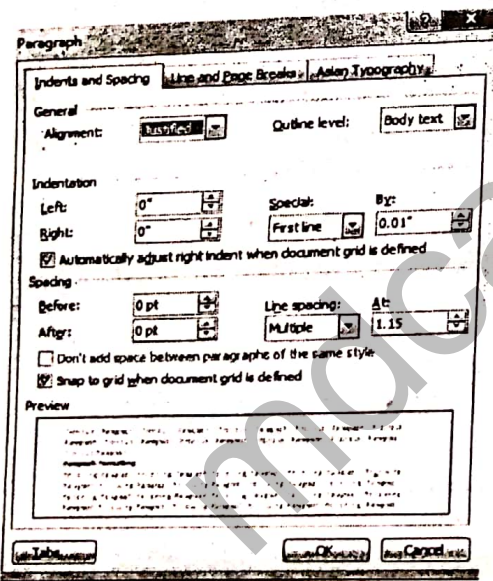
Font style is used to bold, italicize and underline the text. Formatting toolbar contains separate button for all of these options.

## 3. Font color

Font color is used to change the color of the text.

In addition to these basic characteristics many effects can also be applied to all types of fonts. These are as follows:

4. **Strikethrough:** It draws a line through the middle of the text.
5. **Shadow:** It adds a shadow behind the text.
6. **Outline:** It displays inner and outer boundaries of each character.
7. **Superscript:** It raises the text and reduces font size like  $x^3$ .
8. **Subscript:** It lowers the text and reduces font size like  $x_3$ .
9. **Emboss:** It displays text as raised اُٹھری ہوئی on the screen.



**Q. No. 13. What is Paragraph? Describe Paragraph Formatting?**

**Ans:**

A paragraph in Word is any text that ends with a hard return. You insert a hard return anytime you press the **Enter** key. Paragraph formatting lets you control the appearance in individual paragraphs الگ الگ

پیراگرافس کی ظاہری شکل کو اپنی مرضی سے تبدیل کر سکتے ہیں

For example, you can change the alignment of text from left to center or the spacing between lines from single to double. You

can indent paragraphs, number them, or add borders and shading to them.

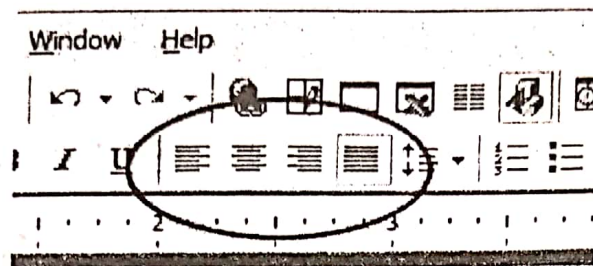
## Paragraph Alignment

Paragraph alignment determines how the lines in a paragraph appear in relation to the left and right margins. The margin is the blank space between the edge of the paper and where the text is. کاغذ کے کنارے سے تحریر تک

کی خالی جگہ حاشیہ کہلاتی ہے۔



The easiest way to change paragraph alignment is to use the alignment buttons on the **Formatting** toolbar.

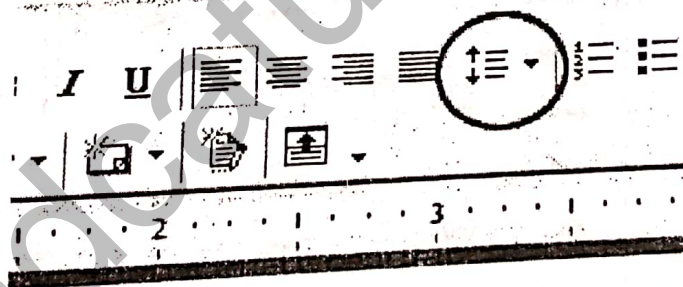


You can also use keyboard shortcuts. **Ctrl+L**= Left Align; **Ctrl+R**= Right Align; **Ctrl+E**= Center; **Ctrl+J**= Justify.

### Line and Paragraph Spacing

The white space between two adjacent lines ملحقہ سطور is called line spacing. Line spacing can be changed to increase the readability تحریر آسانی of text in a paragraph. Lines spacing can be single-spaced, double-spaced or set to any spacing. Single-spacing is Word's default setting.

**Paragraph space** is the amount of space above or below a paragraph. Instead of pressing **Enter** multiple times to increase space between paragraphs, you can set a specific amount of space before or after paragraphs.



1. With the insertion point in the same paragraph, click the down arrow to the right of the **Line Spacing** button on the formatting toolbar. Choose 2.0 for double-spacing. Choose 1.0 to restore the single-spacing to the paragraph.
2. Right-click the first paragraph and choose **Paragraph** from the shortcut menu. (You can also open this menu by selecting **Paragraph** from the **Format** menu).
3. Click the down arrow to open the line spacing drop-down list and choose **Double**. You can see the change in the preview box.

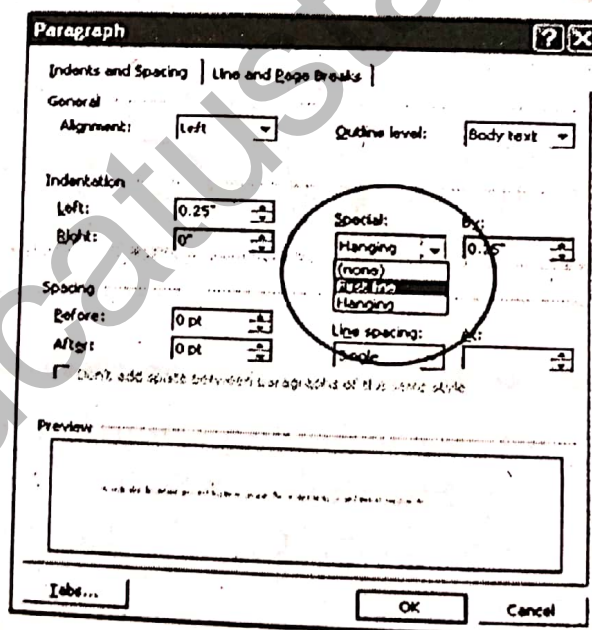
4. With the dialog box still open, select **Single** from the line spacing drop down menu. Notice the change in the preview pane.
5. Choose **Multiple** from the **Line Spacing** drop-down list. In the **At** box, key 1.25 (highlight the text in the box and type over it). Press **Tab** to see the change in the preview pane.
6. Click **OK**.

### Changing Paragraph Spacing

You use the Paragraph dialog box to set the space between paragraphs. Paragraph spacing is set in points. If a document has 12-point text, then one line space equals 12-points, one-half line space equals 6-points, double-spacing equals 24-points.

### Paragraph Indents

Indentation is the amount of space from page margin at the start of paragraph. It is used to highlight some text in the document. It can be set to affect every line of text or a single line in a paragraph. Word provides a variety of indents to emphasize paragraphs in a document.

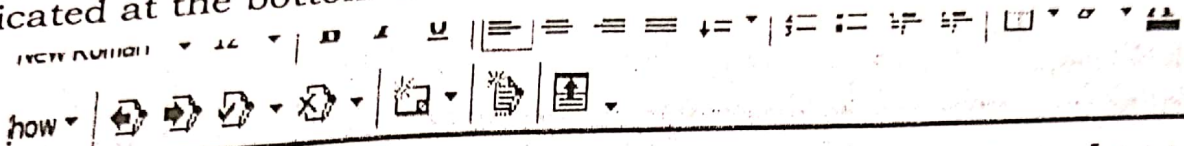


**Q. No. 14. How are tabs used in MS Word?**

**Ans:** Tabs are a paragraph-formatting feature used to align text. When you press the Tab key, Word inserts a tab character and moves the insertion point to the tab setting, called the **tab stop**. You can set custom tabs or use Word's default tab settings.



Tabs are set to distribute text evenly between the left and right margins. Word's default tabs are set every half-inch. These tabs are indicated at the bottom of the horizontal ruler by tiny tick marks.



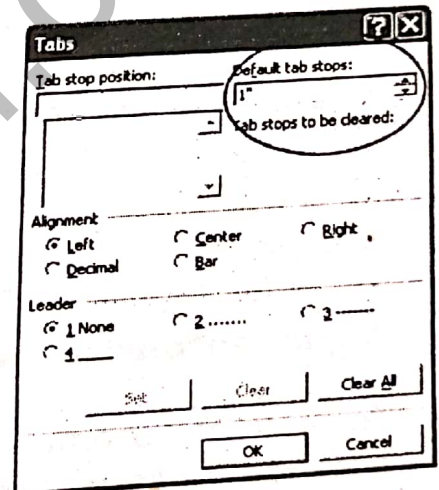
If you don't want to use the default tabs that are set at half-inch tabs, you have two choices. Change the distance between the default/existing tabs or create custom tabs.

There are two ways to set tabs: either by using the **Tabs Dialog Box** or by using the ruler.

Setting tabs by using the ruler is an easy, two-step process. Click the Tab Alignment button on the left of the ruler to choose the type of alignment and then click the position on the ruler to set the tab.

### Adjusting Tab Settings

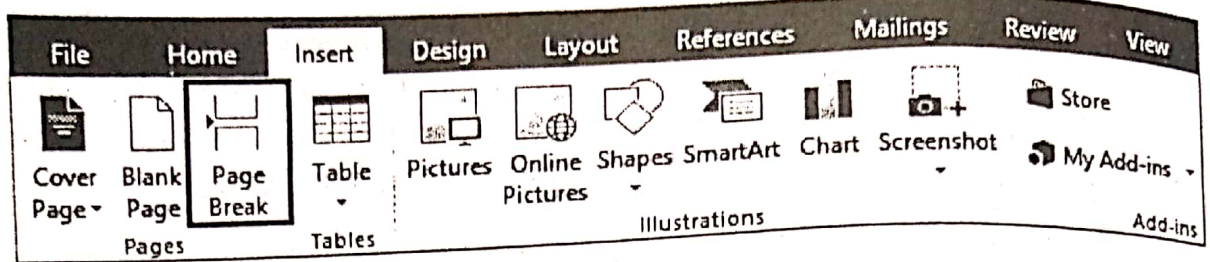
You can adjust tabs inserted in a document by using either the Tabs dialog box or the ruler (by clicking and dragging).



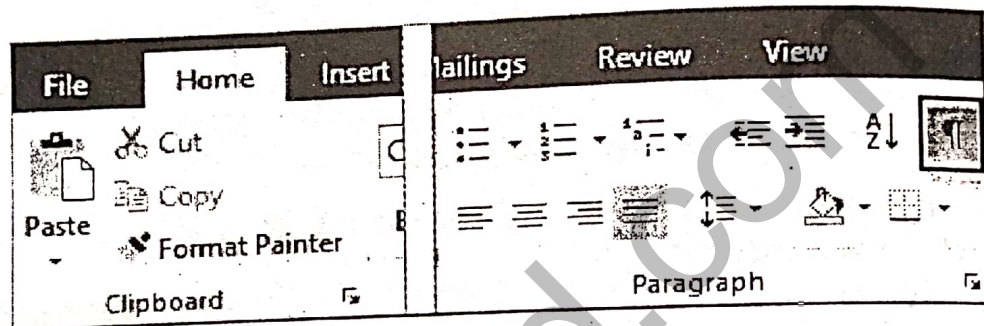
**Q. No.15. How is a page break inserted in MS Word?**

**Ans:** Word automatically inserts a page break at the end of each page when you create a document. You can manually **اپنے ہاتھ سے** add a page break somewhere else in your document. Also, you can set up rules for Word so the automatic page breaks are placed where you want them. This is especially helpful if you're working in a long document.

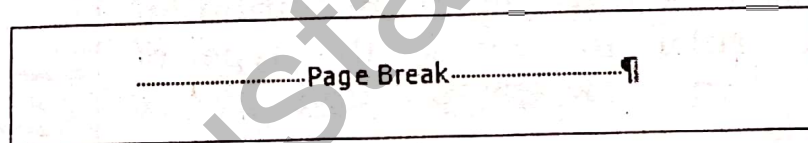
1. Click where you want to start a new page.
2. Click **Insert > Page Break**.



To see where you've added page breaks, click **Home** and, in the **Paragraph** group, click **Show/Hide**.



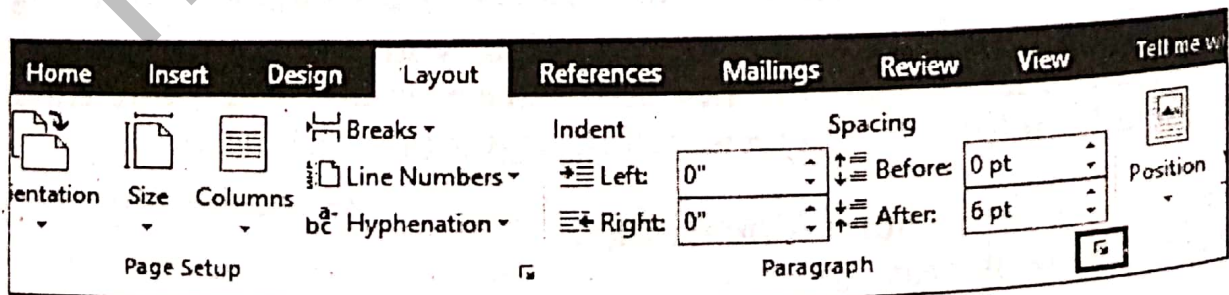
Page breaks look like this:



### Adjust automatic page breaks

To prevent automatic page breaks from falling in wrong places, such as between lines of text you'd like to keep together, you can adjust the page break settings for selected paragraphs.

1. Select the paragraphs where you want to apply the settings.
2. Click **Layout**, and then click the arrow in the **Paragraph** group.



3. In the **Paragraph** box, click **Line and Page Breaks**.

Choose one or more of the following options:

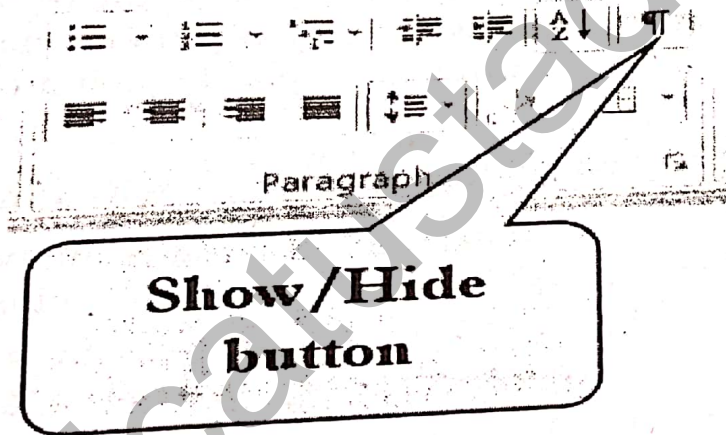


- **Widow/Orphan Control** places at least two lines of a paragraph at the top or bottom of a page.
- **Keep with next** prevents breaks between paragraphs you want to stay together.
- **Keep lines together** prevents page breaks in the middle of paragraphs.
- **Page break before** adds a page break before a specific paragraph.

**Q. No. 16. How can page breaks be removed?**

**Ans:** There are two types of page breaks in Word: breaks that Word automatically adds to mark the end of each page, and manual page breaks that you can add. You can delete manual page breaks. You can't remove automatic page breaks, but you can adjust where they occur.

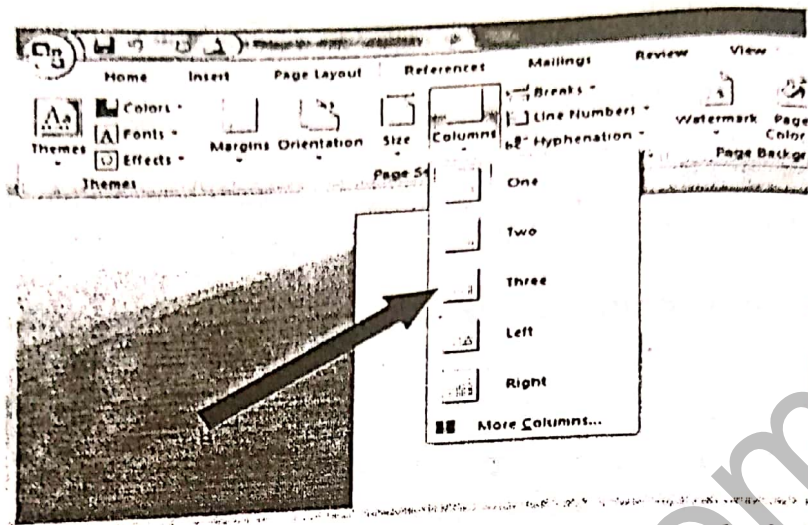
1. Click **Home > Show/Hide ¶**. This will display non-printing characters—paragraph markers, section breaks, page breaks, etc.—that you may want to see while you're working on your document.
2. Double-click the page break so that it's selected, and then press Delete.



**Q. No. 17. What is a column? How can columns be inserted in a document?**

**Ans:** A column is one of several vertical عمودی blocks of print into which a page of a document is divided.

The text we write in Word 2010 is already formatted in columns. Remember that if it's only one column of text per page, it still counts as a column. اگر ایک پیچ پر ایک کالم ہے تب بھی وہ کالم ہی گنا جائے گا۔ Click Word's Columns command button in the Page Setup Group on the Page Layout tab. A حق انتخاب اپنی مرضی سے column-formatting options آسان اور نزدیک menu of handy is displayed. Choose the number of columns and click 'OK'.



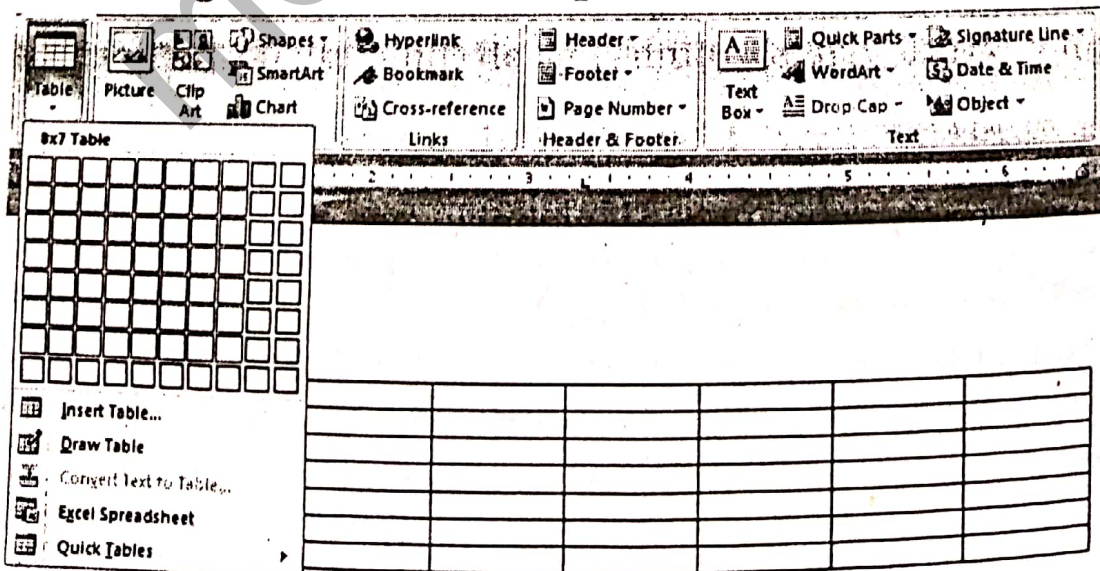
To be more specific with the number of columns or their layout, choose the **More Columns** command. Then use the Columns dialog box that appears to create and design multiple **زیادہ مختلف** columns for your document.

Set the number of columns you want by using the Number of Columns box. Use the Preview window to help determine how your page is formatted. Click the OK button to apply the column format to your document.

### Q. No. 18. What is a table? How is a table created in MS Word?

**Ans:** A table is an arrangement of facts and numbers in rows and columns. The intersection **مقام انقطع** of a row and column is called Cell. Text is written in cells. In MS Word we can create a custom look for tables by splitting or merging cells **سیلز کو الگ کرنے یا ملانے**, adding or deleting columns or rows, or adding borders.

### Selecting table from Graphic Grid:





1. Under the **Insert** tab, click the **Table** button. The Insert Table dialog box will open, showing a basic grid pattern as well as traditional menu options below it.
2. Place your cursor on the first cell in the grid and slide it down and over until you highlight (for this example) four columns and five rows, then click once.

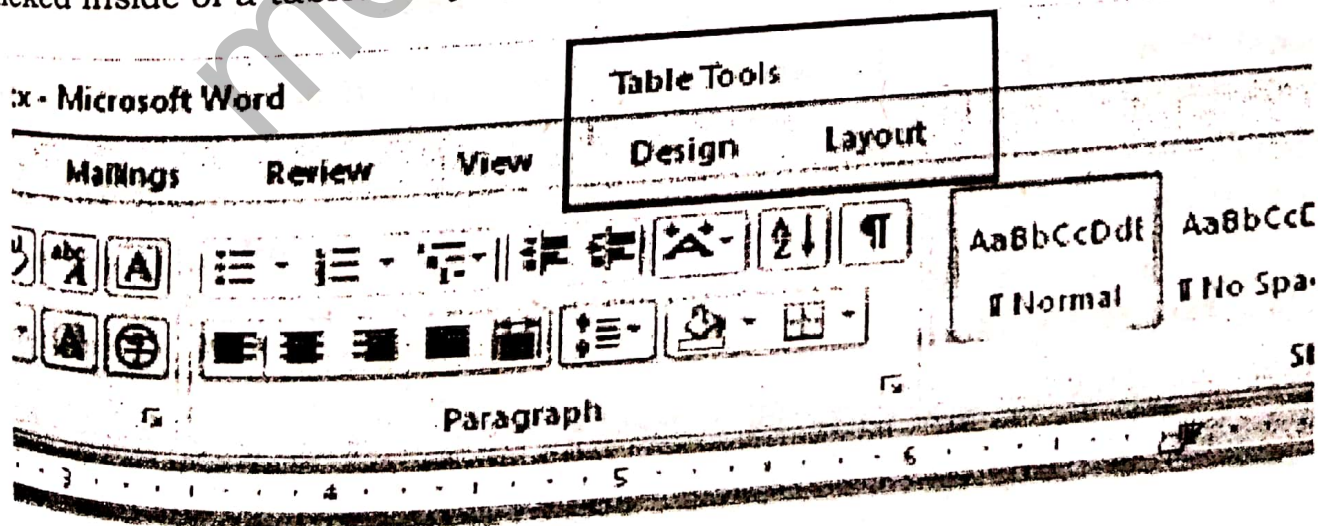
**Q. No. 19. How is a cell added to the table?**

**Ans:** In order to add a cell in the table

1. Click in a cell that is located just to the right of or above where you want to insert a cell.
2. Under **Table Tools**, on the **Layout** tab, click the **Rows & Columns** Dialog Box Launcher.
3. Click one of the following options:

Click this	To do this
Shift cells right	Insert a cell and move all other cells in that row to the right. <b>Note:</b> This option may result in a row that has more cells than the other rows.
Shift cells down	Insert a cell and move remaining existing cells in that column down one row each. A new row will be added at the bottom of the table to contain the last existing cell.
Insert entire row	Insert a row just above the cell that you clicked in.
Insert entire column	Insert a column just to the right of the cell that you clicked in.

**Remember:** The **Design** and **Layout** tabs are only visible after you have clicked inside of a table. They appear at the top of the screen on the ribbon.



**Q. No. 20. How is a row added to the table?**

1. Click in a cell that is located just below or above where you want to add a row.
2. Under **Table Tools**, click the **Layout** tab.
3. Do one of the following:
  - o To add a row just above the cell that you clicked in, in the **Rows and Columns** group, click **Insert Above**.
  - o To add a row just below the cell that you clicked in, in the **Rows and Columns** group, click **Insert Below**.

**Q. No. 21. How is a column added to the table?**

1. Click in a cell that is located just to the right or left of where you want to add a column.
2. Under **Table Tools**, click the **Layout** tab.
3. Do one of the following:
  - o To add a column just to the left of the cell that you clicked in, in the **Rows and Columns** group, click **Insert Left**.
  - o To add a column just to the right of the cell that you clicked in, in the **Rows and Columns** group, click **Insert Right**.

**Q. No. 22. How is a cell, row, or column deleted from the table?**

**Ans:** Do one of the following:

1. Under **Table Tools**, click the **Layout** tab.
2. In the **Rows & Columns** group, click **Delete**, and then click **Delete Cells**, **Delete Rows**, or **Delete Columns**, as appropriate.

**Q. No. 23. How can cells be merged together?**

**Ans:** Two or more cells can be combined in the same row or column into a single cell.

1. Select the cells that you want to merge by clicking the left edge of a cell and then dragging across the other cells that you want.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Merge Cells**.

**Q. No. 24. How can cells be splitted?**

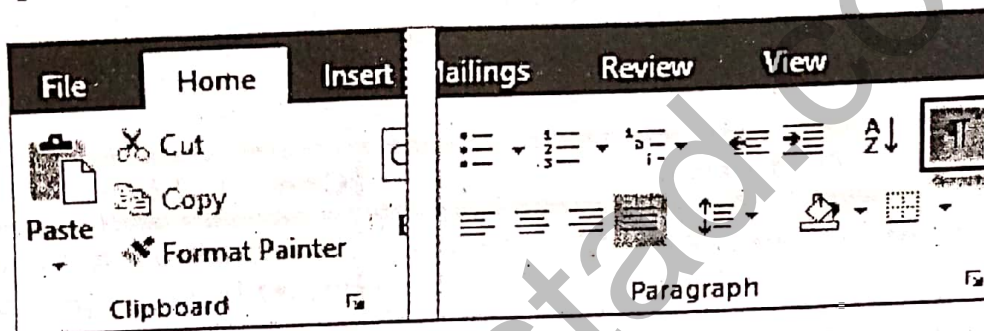
**Ans:**



1. Click in a cell, or select multiple cells that you want to split.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Split Cells**.
3. Enter the number of columns or rows that you want to split the selected cells into.

**Q. No. 25. How can text be converted into a table or a table into text?**

**Ans:** To convert text to a table or a table to text, start by clicking the **Show/Hide** paragraph mark on the **Home** tab so you can see how text is separated in your document.

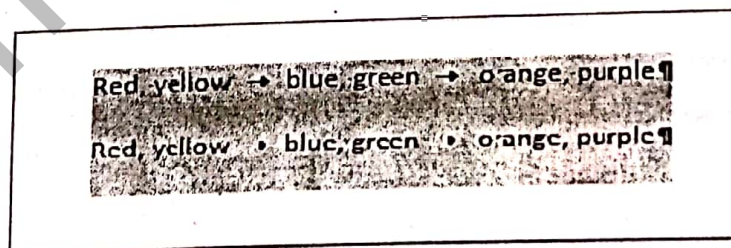


### ٹیکسٹ کو ٹیبل میں بدلنا **Converting text to a table**

1. Insert separator characters—such as commas or tabs—to indicate where to divide the text into table columns.

**Note:** If you have commas in your text, use tabs for your separator characters.

2. Use paragraph marks to indicate where you want to begin a new table row. In this example, the tabs and paragraph marks will produce a table with 3 columns and 2 rows:

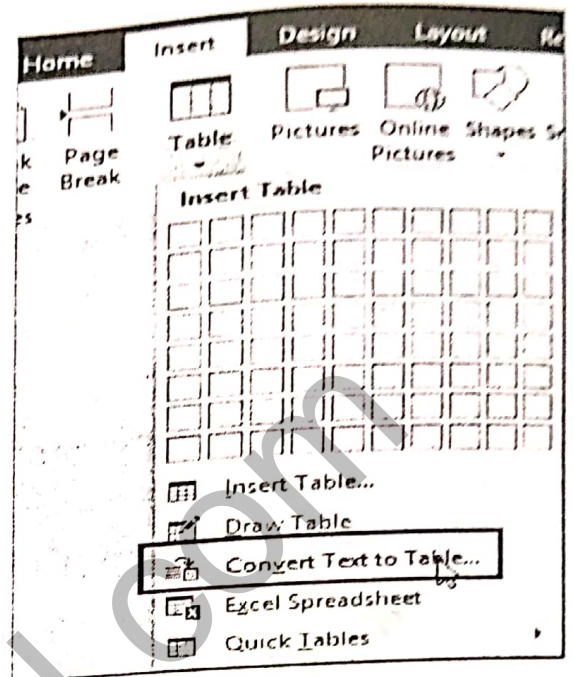


3. Select the text that you want to convert, and then click **Insert > Table > Convert Text to Table**.

4. In the **Convert Text to Table** box, choose the options you want.

Under **Table size**, make sure the numbers match the numbers of columns and rows you want.

Under **AutoFit behavior**, choose how you want your table to look. Word automatically chooses a width for the table columns. If you want a different column width, choose one of these options:



To do this	Choose this option
Specify a width for all the columns	In the <b>Fixed column widthbox</b> , type or select a value.
Resize the columns to fit the width of the text in each column	<b>AutoFit to contents</b>
Resize the table automatically in case the width of the available space changes (for example, web layout or landscape orientation)	<b>AutoFit to window</b>

Under **Separate text at**, choose the separator character you used in the text.

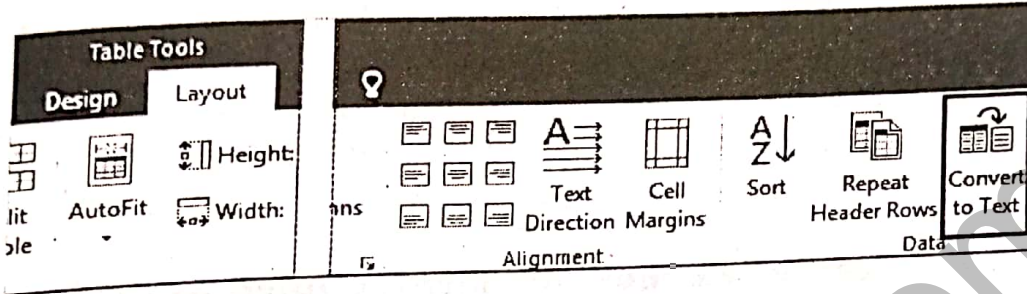
5. Click **OK**. The text converted to a table should look something like this:

Red, yellow	blue, green	orange, purple
Red, yellow	blue, green	orange, purple



## Converting a table to text ٹیبل کو ٹیکسٹ میں بدلنا

1. Select the rows or table you want to convert to text.
2. Under **Table Tools**, on the **Layout** tab, click **Convert to Text**.



3. In the **Convert to Text** box, under **Separate text with**, click the separator character you want to use in place of the column boundaries. Rows will be separated by paragraph marks.
4. Click **OK**.

**Q. No. 26. How can a table be moved and resized in a document?**

**Ans:** You can change the size of multiple columns or rows and modify the space between cells. بدل سکتے ہیں

### Change column width

To change the column width, do one of the following:

- To use your mouse, rest the cursor on right side of the column boundary you want to move until it becomes a resize cursor  $\leftrightarrow$ , and then drag the boundary until the column is the width you want.
- To change the width to a specific measurement  $\frac{\text{منصوص پیمائش تک}}$  click a cell in the column that you want to resize. On the **Layout** tab, in the **Cell Size** group, click in the **Table Column Width** box, and then specify the options you want.
- To make the columns in a table automatically fit the contents, click on your table. On the **Layout** tab, in the **Cell Size** group, click **AutoFit**, and then click **AutoFit Contents**.
- To use the ruler, select a cell in the table, and then drag the markers on the ruler. If you want to see the exact measurement of the column on the ruler, hold down ALT as you drag the marker.

### Change row height

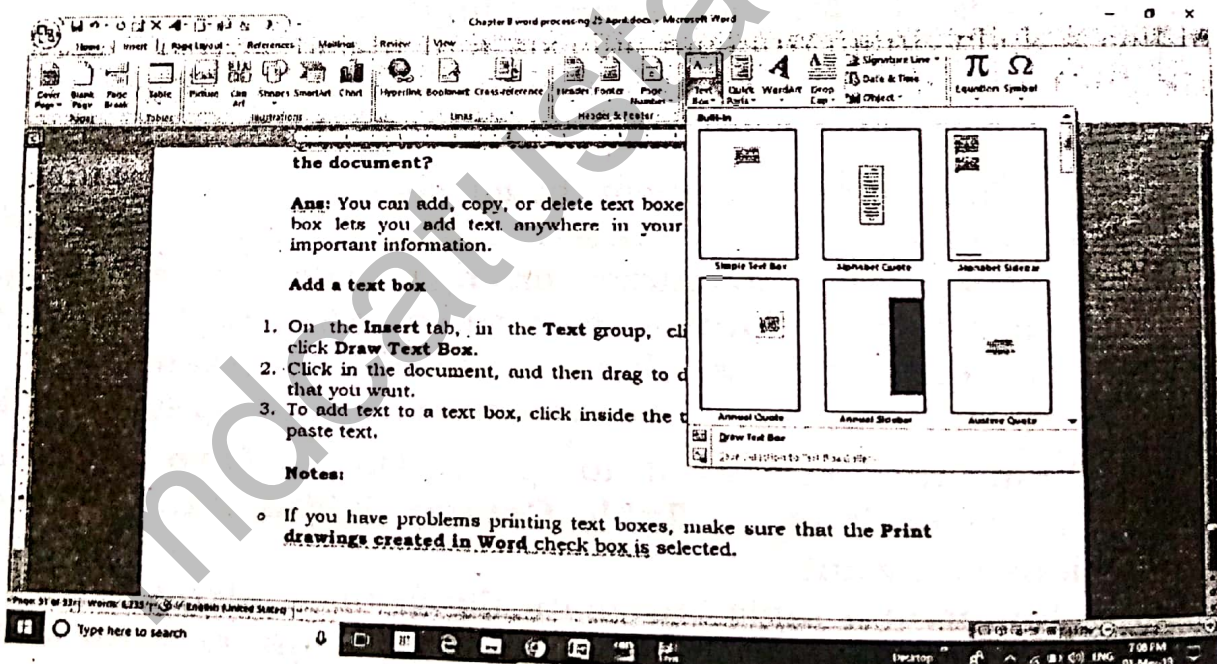
To change the row height, do one of the following:

- To use your mouse, rest the pointer on the row boundary you want to move until it becomes a resize pointer  $\updownarrow$ , and then drag the boundary.
- To set the row height to a specific measurement, click a cell in the row that you want to resize. On the **Layout** tab, in the **Cell Size** group, click in the **Table Row Height** box, and then specify the height you want.
- To use the ruler, select a cell in the table, and then drag the markers on the ruler. If you want to see the exact measurement of row on the ruler, hold down ALT as you drag the marker.

**Q. No. 27. How can a text box be added, copied or deleted from the document?**

**Ans:** You can add, copy, or delete text boxes in your MS Word. A text box lets you add text anywhere in your file to call attention to important information.

#### Add a text box



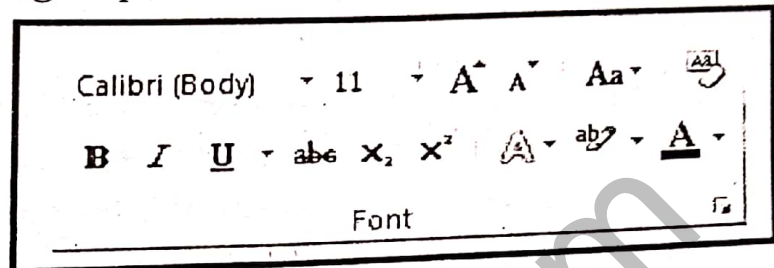
1. On the **Insert** tab, in the **Text** group, click **Text Box**.
2. You will find some built-in text boxes. Select one of your need or choice.
3. Or click **Draw Text Box**.
4. Click in the document, and then drag to draw the text box the size that you want.



5. To add text to a text box, click inside the text box, and then type or paste text.

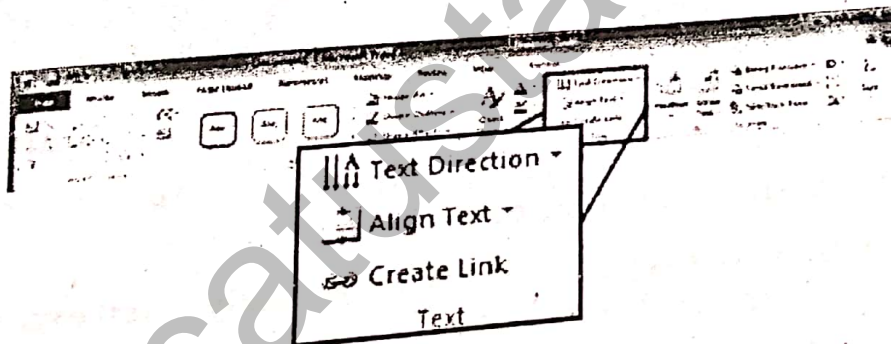
To **format text** in the text box, select the text, and then use the formatting options in the Font group on the Home tab.

To **position the text box**, click it, and then when the pointer becomes a  $\text{+}$ , drag the text box to a new location.



You can also change or remove a text box or shape border.

If you have drawn multiple text boxes, you can **link them together** so that text will flow from one box to another. Click one of the text boxes and then under Drawing Tools, on the Format tab, in the Text group, click Create Link.



### Copy a text box

1. Click the border of the text box that you want to copy.
2. On the **Home** tab, in the **Clipboard** group, click **Copy**.
3. On the **Home** tab, in the **Clipboard** group, click **Paste**.

### Delete a text box

- Click the border of the text box that you want to delete, and then press **DELETE**.
  - Make sure that the pointer is not inside the text box. It should be on the border of the text box. If the pointer is not on the border, pressing **Copy** or **delete** will copy or delete the text inside the text box and not the text box.

Q. No. 28. What is the difference between bitmap graphics and vector graphics?

**Ans:** There are two main graphic types - bitmap graphics and vector graphics. Bitmap graphics are made up of pixels of different colours. Vector graphics are made up of objects.

A bitmap graphic is composed of many tiny parts, called **pixels**, which are often many different colours. It is possible to **edit each individual pixel**.

Since the computer has to store information about every single *pixel* in the image, the file size of a bitmap graphic is often quite **large**.

When you resize a bitmap graphic, it tends to **lose quality**.

When we zoom into the bitmap the image loses quality and we see each individual pixel.



**Vector**

**VS.**



**Bitmap**

On the other hand, Vector graphics are created in graphics packages and consist of shapes called **objects**.

It is possible to edit **each object** separately, for example, change the shape, colour, size and position.

A vector graphic doesn't need a lot of computer memory. Therefore the file size of a vector graphic is often very **small**.

Vector graphics are **scalable** - i.e. when you resize them, they **do not lose quality**.

**Q. No. 29. What are the uses of graphics in MS Word? How can different graphics be inserted into the document?**

**Ans:** There are many graphic design functions in Word such as pictures, SmartArt, ClipArt, screenshots, and other items that can be found on the "Insert" tab. These functions really give beauty and colour to your dull black and white text documents.

### **Inserting Clip Art**



1. To insert clip art, go to the **Insert** tab and click **Clip Art**.
2. This brings up the Clip Art pane on the right side of the screen.
3. Enter a keyword and click **Go** to begin your search.

### Inserting a Picture

1. On the Insert menu, click on Picture, and then click From File.
2. Browse to locate the picture you want to insert.
3. Double-click the picture you want to insert.

### Inserting a Page

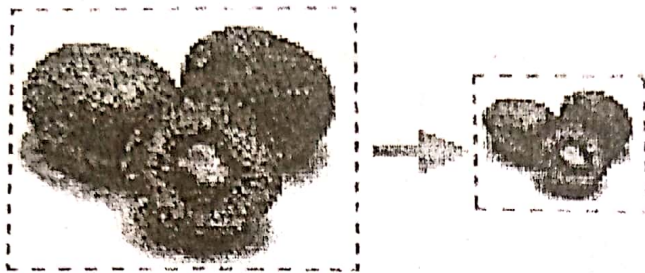
### **Moving a Picture or Graphic Anywhere on the Page**

An inserted picture or graphic cannot be freely moved around on the page. To move the inserted picture on the page

1. Click on the Picture Tools tab.
  2. Under Arrange, select Text Wrapping.
  3. Choose In Front of Text.
- Now, the graphic can be easily moved to the desired location.

## Resizing or Cropping a Picture

When an image is too big for the space, or not the right shape, you'll want to crop or scale it.



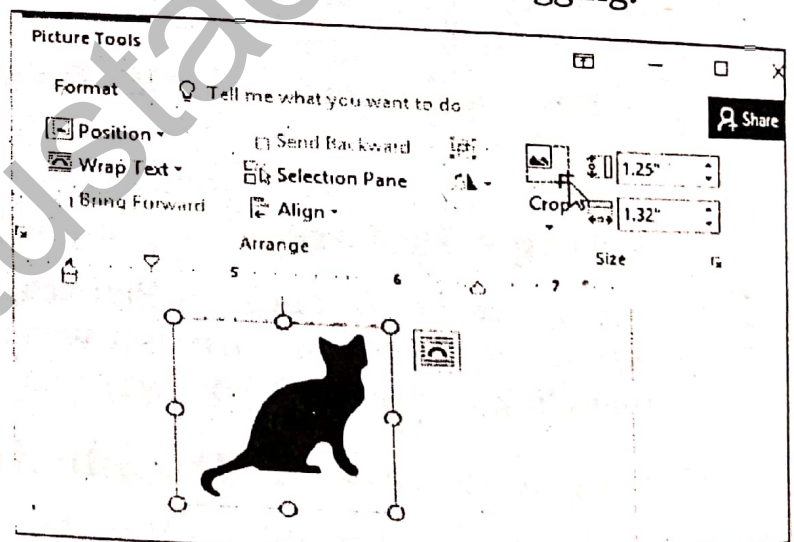
### To Resize:

1. Click on the object, such as clip art or a picture to select it.
2. Hover your mouse over one of the **Resizing Handles**, which are located on each corner of the object, as well as on the top, bottom, left, and right borders.
3. Click and drag your mouse once the pointer changes to a resize handle.

To keep the object's shape proportional, press the **Shift** key while dragging; to keep the object centered in its current location, press the **Control** key while dragging; to keep the object proportional and centered, press the **Control** and the **Shift** key while dragging.

### To Crop:

You can crop images to remove a portion of it. It is helpful if you need to feature a portion of an object or picture.

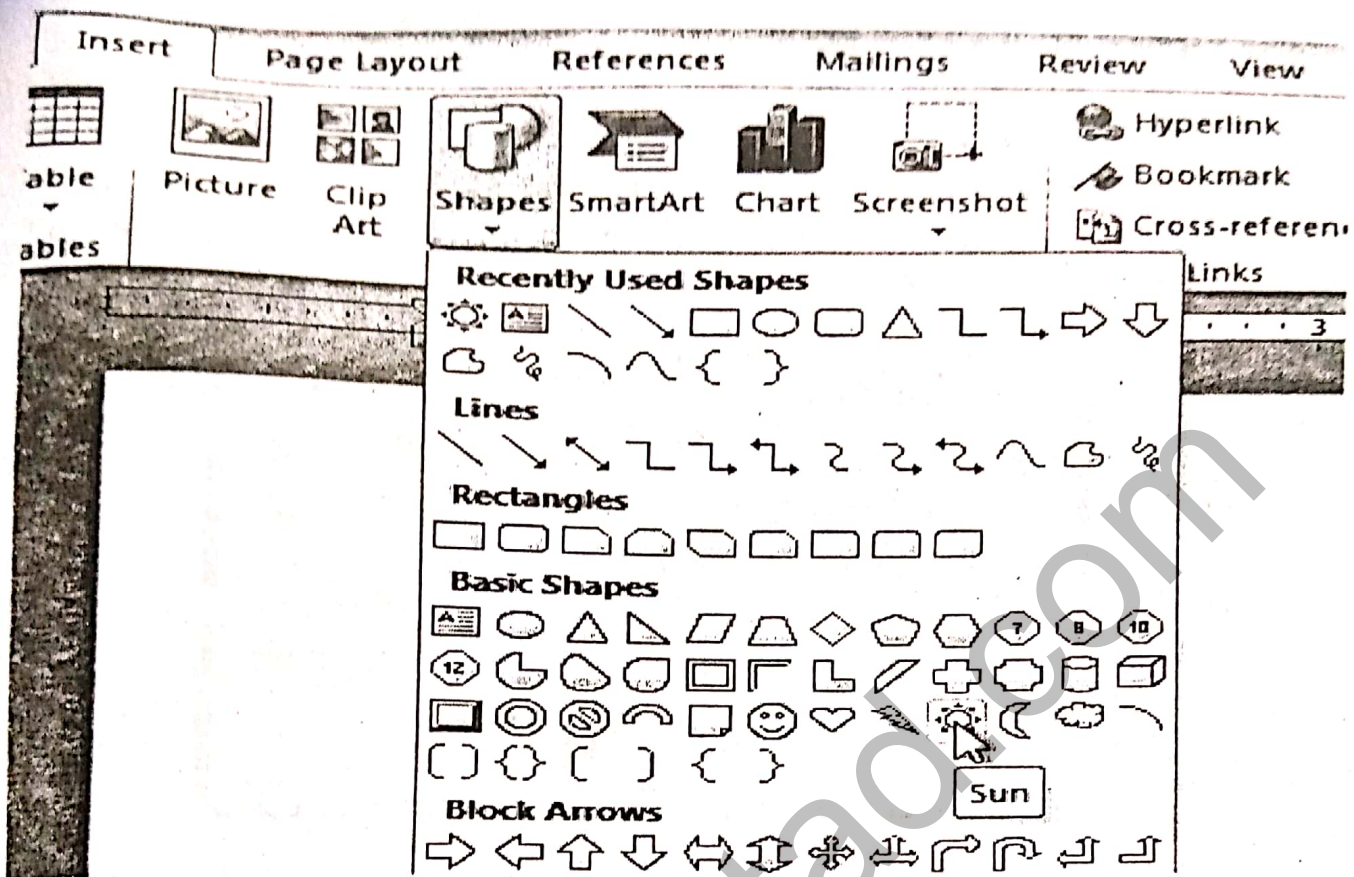


1. Click on the image to select it.
2. Click the **Crop** button on the **Format** tab in the **Size** section on the **Picture Tools** tab. This places 6 cropping handles around the image, one on each corner and one on the left and right side of the image.
3. Click on the handle and drag to remove a portion of your image. As with resizing an image, you can press the **Shift**, **Control**, or **Shift** and **Control** keys to keep the crop proportional, centered, or proportional and centered.

**Q. No. 30. How can you make a Picture into a Shape?**

**Ans:** If you have the need, you can make your photo a circle or other shape.





1. On the Insert tab, click on Shapes.
2. Draw your shape on the page.
3. Under the Drawing Tools tab, click Fill Shape and choose Picture.
4. Navigate to the photo you would like to insert into your shape.
5. Under the Drawing Tools tab, change the shape outline to no outline.
6. **Change a shape.** Click the shape you want to change. On the Format tab, in the Insert Shapes group, click Edit Shape, point to Change Shape, and then choose a different shape.
7. **Add text to a shape.** Click the shape you where you want text, and then type.

**Q. No. 31. How can Smart Art be inserted in the document?**

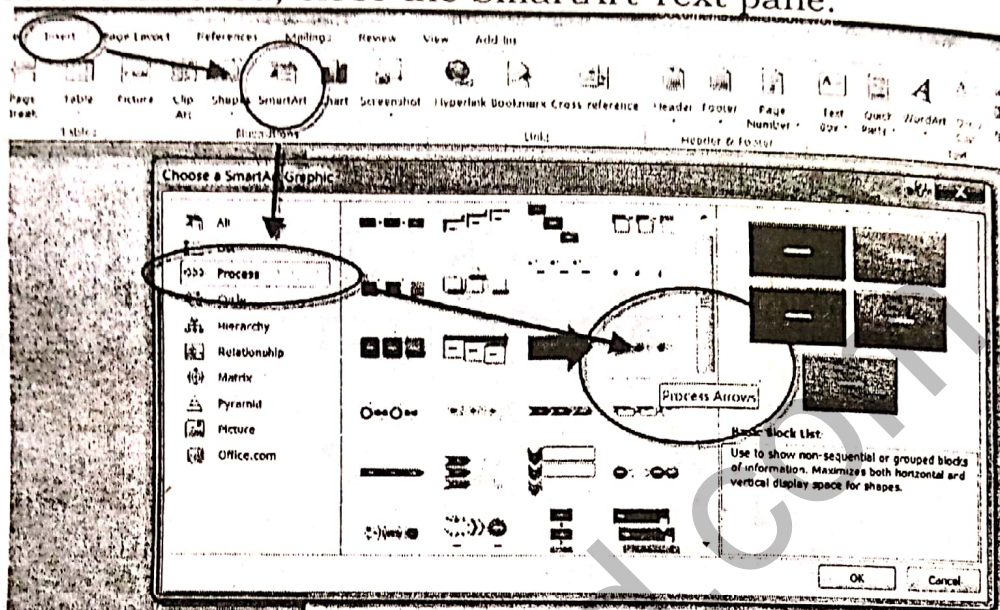
**Ans:** A SmartArt is used to communicate a message effectively. Each graphic represents a different idea, such as a process flow, an organization hierarchy, a relationship, and so on.

**Insert a SmartArt graphic and add text**



1. On the **Insert** tab, click **SmartArt**, click a SmartArt graphic type (such as Relationship), and then click the one that you want to add.
2. In the **SmartArt Text** pane, type the text that you want to include in your SmartArt graphic.

When you are finished, close the SmartArt Text pane.



**Tip:** You can add text directly in a SmartArt graphic shape by clicking [TEXT] in the shape, and then typing the text that you want.

### Q. No. 32. What is Word Art in MS Word?

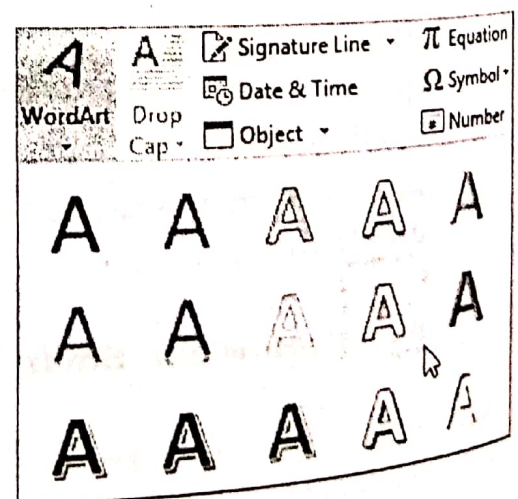
**Ans:** WordArt is a quick way to make text stand out with special effects. You pick a WordArt style from the WordArt gallery, launched from the **Insert** tab, which you can then customize.

1. Click **Insert > WordArt**, and pick the WordArt style you want.

In the WordArt gallery, the letter A represents the different designs that are applied to all text you type.

2. The placeholder text "Your text here" appears, with the text highlighted.

Enter your own text to replace the placeholder text.



### Change the font of WordArt text

To change the font size or style of your WordArt text:

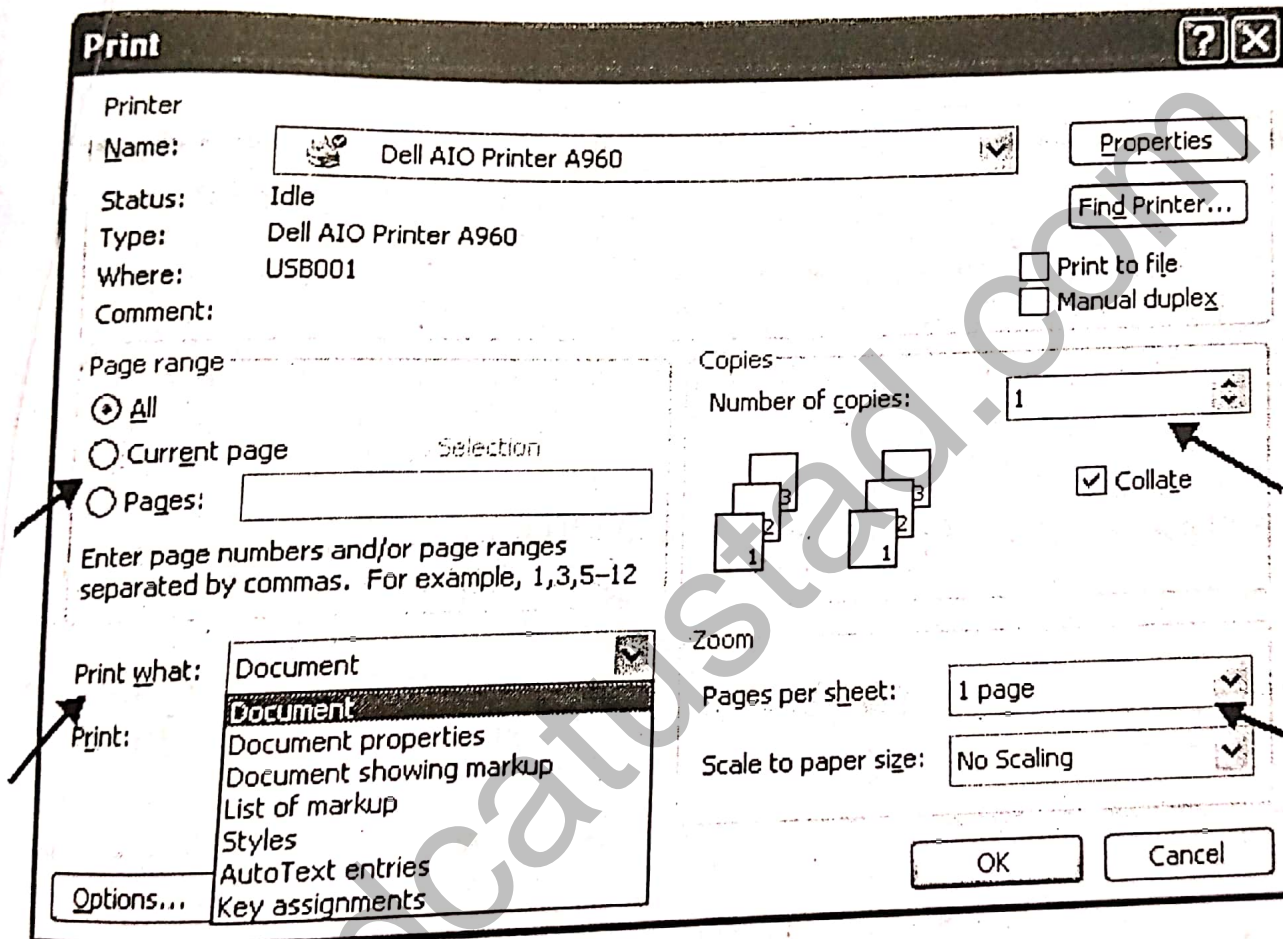
1. Select the WordArt text or letters to change.



2. On the **Home** tab, select options in the **Font** group, such as font style, font size, or underline.

**Q. No. 33. How can a document be printed?**

**Ans:** After completing your document you can print it by using a printer attached to your computer or by using a wireless printer.



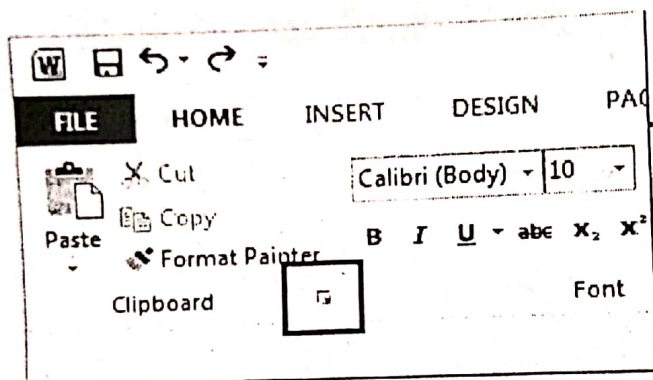
1. Click **File** in the top left-hand corner of your document.
2. Move down and click **Print** in the menu. This will bring up the 'Print' dialogue box.
3. Choose how many copies of your document you need.
4. Depending on your printer options, you can choose other printing features such as whether you want to print all pages or only certain pages. You can also change the orientation of the print from portrait to landscape and tell your computer and printer whether you're printing on a certain size of paper. You'll also see, on the right, a preview of your printed document will look like.

### Q. No. 34. Describe the use of the Clipboard?

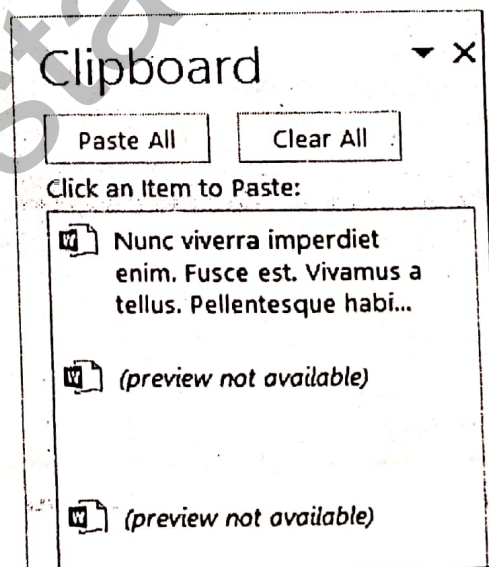
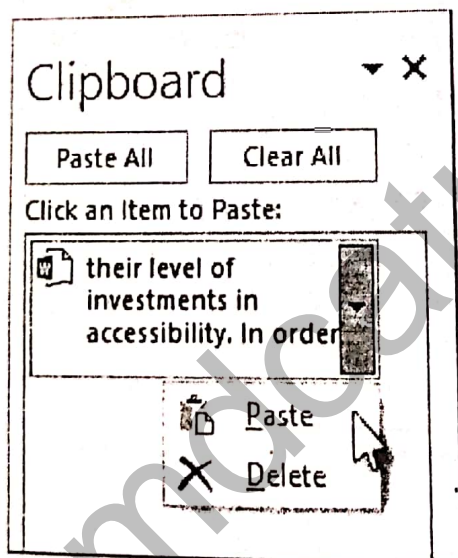
**Ans:** The Office Clipboard stores text and graphics that you copy or cut from anywhere, and it lets you paste the stored items into any other Office file.

#### Cut and paste items from the Clipboard

1. Click **Home**, then click the launcher in the lower-right corner of the **Clipboard** group.



Select the text or graphics you want to copy, and press Ctrl+C. Each selection appears in the Clipboard, with the latest at the top.



3. Optionally, repeat step 2 until you've copied all the items you want to use.
4. In your document, click where you want to paste the item.

Do one of the following in the Clipboard:

1. Click the down arrow next to the item you want to paste, and click **Paste**.
2. To paste everything in the Clipboard to the selected area in your document, click **Paste All**.



## Exercise 8

### 1. Fill in the blanks:

- (i) The bar which contains the name of active application is known as -----.  
**Ans. Title Bar**
- (ii) WYSIWYG stands for -----.  
**Ans. What You See Is What You Get**
- (iii) The appearance or shape of a character is referred to as -----.  
**Ans. Font**
- (iv) The page orientation may be ----- or -----.  
**Ans. Portrait, Landscape**
- (v) ----- graphics can be thought of a painted pictures  
**Ans. Bitmap**
- (vi) The ----- automatically moves to the next line when you have filled one line with text.  
**Ans. Word wrap**
- (vii) A ----- is a character or word that represents a series of ----- keystrokes  
**Ans. Micro**
- (viii) A built-in ----- allows you to search for synonyms  
**Ans. Thesaurus**
- (ix) A ----- shows you the positioning of text, tabs, margins, indents and other elements on the page.  
**Ans. Ruler**
- (x) In case of ----- mode the newly entered text is written over the existing text  
**Ans. Overtyping**

### 2. Select the correct option:

- (i) Which of the following is a word processor  
(a) Adobe Acrobat (b) Photo Express  
(c) MS Excel (d) MS Word  
**Ans. d**
- (ii) Which of the following keyboard shortcuts is used to change the case?  
(a) Ctrl + F3 (b) Shift + F3  
(c) Alt + F3 (d) Ctrl + Shift + F3  
**Ans. b**
- (iii) In MS Word, the data that is being copied or moved is  
(a) Temporarily stored in Recycle bin  
(b) Permanently stored in Recycle bin  
(c) Temporarily stored in Clipboard

(d) Permanently stored in Clipboard

**Ans. c**

(iv) Which of the following can be used to launch the Word Art

(a) Status bar (b) Ruler

(c) Standard toolbar (d) Drawing toolbar

**Ans. d**

(v) Which of the following feature enables you to reverse the changes you have made to the document?

(a) WYSIWYG (b) Redo

(c) Undo (d) GUI

**Ans. c**

**3. Write T for true and F for false statement:**

(i) Word processor is just an electronic typewriter.

**Ans. F**

(ii) The bar containing the drop down menus is called scroll bar,

**Ans. F**

(iii) Font face is shown on Formatting tool bar.

**Ans. T**

(iv) Footnote appears at the bottom of every page.

**Ans. F**

(v) The interface represents the way through which you can interact with the word processing software.

**Ans. T**

(vi) In insertion mode the newly entered text is placed at the current position of the cursor

**Ans. T**

(vii) Sans-Serif fonts have extra decorative lines at the ends of the strokes that make up each character

**Ans. F**

(viii) Alignment refers to the orientation of the lines of a paragraph with respect to the margins.

**Ans. T**

(ix) Line Spacing refers to amount of space between paragraphs

**Ans. F**

(x) Clipboard is managed by Microsoft Word

**Ans. F**

**4. Write a note on the following:**

i. Word processor ii. Clipboard iii. Word Art

**5. What is a text editor? Describe its basic features.**



6. Describe features of a full-featured word processor.
7. Define font and discuss its types.
8. Describe formatting features for paragraph formatting.
9. Draw the mark sheet showing your name, father's name, school name, year of passing SSC examination, date of birth, list of all subjects and their respective marks, total marks, percentage and the overall grade. [Hints: You can draw a table to complete the task]
10. Arrange the text given in the following figure according to the mentioned format:

The clipboard is a temporary holding space in the computer's memory for data that is being copied or moved. The Clipboard is used for storing text, graphics, sound, video or other data. After data has been placed in the clipboard, it can be inserted from the clipboard into other documents, in the same application or in a different application. For example, if you want to move a paragraph in a document, select the paragraph, and then choose the Cut command, the data is removed from the document and placed on the Clipboard (If you don't want to remove the paragraph from the original document then use Copy command). After placing the insertion point in the document Where you want to place the paragraph, you choose the paste command; the data on the Clipboard is placed into the document. In the same way the Clipboard can be used to move data from one document to another. One important thing about the Clipboard is that it is part of the operating system; it is not a separate application.